

CO-OP STUDENT PLACEMENT OPPORTUNITY

POSITION TITLE:	Assistant Volunteer & Marketing Coordinator
DEPARTMENT/DIVISION:	Community Services/Recreation & Culture
SUPERVISOR:	Louisa Costanzo/Samantha Stovel
LOCATION:	Pool 6 Office (111 Syndicate Avenue S)
NUMBER OF POSITIONS AVAILABLE:	1
PREFERRED TIME OF DAY:	Morning/Afternoon

GENERAL DUTIES:

- Assists with the social media marketing plan
- Communicates with stakeholders, user groups and others
- Assists with Data Management including tracking & pulling reports (training provided)
- Assists with recruitment

POSITION QUALIFICATIONS:

- Must be highly motivated, and work well in a team environment
- Must have basic graphic design skills, familiarity with software like Canva
- Must be proficient in the use of computers and Microsoft products such as Word, Outlook, Excel & Power Point
- Must be able to deal with the public in a courteous and tactful manner