



UNIVERSITY OF MANITOBA STUDENTS' UNION

University of Manitoba Students' Union (UMSU) is a non-profit organization which advocates on behalf of its memberships' best interests to internal and external stakeholders. Our primary objectives are to serve students and strive to enhance student life and the quality of education through consultation, representation and advocacy.

Social Media & Communications Coordinator

Reporting to the Marketing Manager, this full-time permanent position is primarily responsible for supporting internal and external communication goals by conceptualizing, writing and editing a full range of print, audiovisual and digital media such as umsu.ca, social media graphics, TV screen ads, My UMSU Newsletter, as well as assisting with the creation and production of print assets. We also require the candidate to have familiarity with front-end web development in order to maintain and update our website. Experience in sponsorship and fundraising is a definite asset.

Required Skills and Qualifications

- Degree, diploma or certificate in communications and design
- 1-3 years of marketing and communication experience, preferably in a not-for profit environment or equivalent combination of education and experience
- Exceptional written and verbal communication, proofreading, and editing
- Ability to multi task and shift between projects on a time sensitive basis in order to deliver against tight deadlines
- Experience in social media platforms and social media marketing (Facebook, Instagram, Twitter, Pinterest, etc.)
- Ability to work flex hours required

Desired Qualifications

- Basic knowledge of HTML, CSS, JavaScript, Microsoft Office, and Adobe Creative Suite (InDesign, Photoshop, Illustrator, Dreamweaver)
- Experience with video editing, animation and Adobe After Effects is an asset

UMSU promotes Employment Equity and is strongly committed to building a skilled and diverse workforce reflective of Canadian society. Therefore, we encourage candidates to voluntarily self-identify on their application if they are members of the underrepresented group (woman, Indigenous person, a person with a disability or a visible minority).

We offer competitive benefits package and pension plan. We wish to thank all applicants in advance for their interest; however, only those applicants considered will be contacted for an interview. Please provide a cover letter, resume, and three (3) professional references and identify how you meet the desired qualifications listed by **Monday January 27, 2020** to: The Human Resource Department, 101 UMSU University Centre, Winnipeg, Manitoba, R3T 2N2, or email to: [hiring@umsu.ca](mailto: hiring@umsu.ca)

The job postings can also be found at www.UMSU.ca