

## Communications and Content Assistant

### DUTIES

- Be responsible to the Communications Coordinator and the President
- Assist in the creation of graphics for internal and external purposes
- Assist in the management of various social media platforms including Instagram, Facebook, and Twitter
- Research digital and social media trends and technologies to implement into the SA's digital marketing strategy
- Plan, execute, and review digital and social media strategies
- Create blog style posts to showcase the work and initiatives of the organization
- Work with the executive team to communicate their projects
- Assist in copy editing to ensure brand consistency
- Other duties as required

### REQUIREMENTS

- Membership in the Carleton University Students' Association (taking at minimum .5 credits per semester)
- Knowledge of or experience with CUSA
- Excellent knowledge and experience with Facebook/Instagram/Twitter
- Ability to work in a fast paced, deadline driven environment
- Experience with Adobe Creative Suite including Illustrator, InDesign and Photoshop is preferred
- Established knowledge of Google Suite and Microsoft Office
- Strong writing and editing abilities

### TERM & RATE

6 month contract from hiring date. | \$15.79/hour | 15 hrs/week | This is not a unionized position.

### HOW TO APPLY

Are traditional cover letters old school? We think so, instead tell us about yourself, why you want to work at CUSA, and your ideas for the position in a multimedia format (eg, video, blog post, collage and write up, slideshow, audio recording, or any other format you'd prefer). All applicants must also submit a portfolio of their graphic design work, a resume, class schedule, and one reference letter.

SUBMIT YOUR  
*application*  
VIA EMAIL TO

**Carley Warner-Hussey** | [communications@cusaonline.ca](mailto:communications@cusaonline.ca)  
Communications Coordinator  
Carleton University Students' Association | 613-520-3999  
426 University Centre, 1125 Colonel By Dr., Ottawa, ON

*deadline*  
**October 24th**  
**2020**