

YEARBOOK COORDINATOR

DUTIES:

- Be responsible to the Communications Manager.
- Work with the Yearbook Editor and Communications Manager to determine the layout, structure and format of The Raven, Carleton University's yearbook.
- Establish a time line and organizational plan to execute the yearbook.
- Collaborate with the Yearbook Editor to develop a creative content layout.
- Establish deadlines and ensure they are being met by all yearbook related staff.
- Establish social media promo strategy with the CUSA Communications Coordinator.

THE SUCCESSFUL APPLICANT SHALL POSSES THE FOLLOWING:

- Strong organizational and time-management skills.
- High levels of professionalism and strong leadership abilities.
- Excellent communication and team-working skills.
- Excellent writing and editing skills.
- Experience managing large-scale communications projects.
- Experience working on a yearbook in high school is an asset but not mandatory.
- Membership in the Carleton University Students' Association (i.e. be an undergraduate student at Carleton University).

TERM & WAGE:

October 2016 to April 2017. Honorarium of \$3,000.

DEADLINE FOR APPLICANTS - Friday October 14th, 2016

Please submit a resume and cover letter via email, and ensure they are saved as PDF files.

PLEASE SUBMIT YOUR APPLICATION TO:

Christine Falardeau
Communications Manager
Carleton University Students' Association Inc. (CUSA)
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