POSITION SUMMARY:

The College Advancement department at Cambrian College requires a Digital Media Coordinator on a contract basis in accordance with the Initiatives/Opportunities language of the Support Staff Collective Agreement for a one-year period beginning September 2018.

Duties and Responsibilities:

- Assist in the development and implementation of strategies and content for Cambrian College’s official social media channels, as well as the website. Content can include written content, pictures, videos, and other special content at the discretion of the Manager of Communications.
- Aide in the development and implementation of digital media strategies to support marketing and recruitment activities and initiatives, in partnership with the Recruitment and Marketing departments.
- Engage with prospective students directly – either in-person or online – to provide information to support the enrolment process or to address inquiries, comments, or feedback.
- Monitor feedback on Cambrian’s official institutional social media channels and respond at the discretion of the Communications Manager.

QUALIFICATIONS:

Required

- Three-year postsecondary diploma or degree in Public Relations or Communications. (A copy of educational documents must be submitted with application.)
- This position is funded by the Northern Ontario Internship Program of the Northern Ontario Heritage Fund Corporation and is open to recent graduates in the field of Public Relations as their first full-time position within the PR industry.
- Experience utilizing social media platforms including LinkedIn, Twitter, Facebook, and Instagram.
- Excellent oral and written communication skills, superior time-management and organizational skills, as well as exceptional interpersonal skills.
- Collaborative team player who fosters and builds a positive working environment.

CANDIDATES MUST PROVIDE A COPY OF THE FOLLOWING WITH APPLICATION:

- Postsecondary diploma or degree.

* All candidates selected for an interview will be required to undergo appropriate testing.

Interested individuals may apply, by email only, with a cover letter quoting the competition number, and a résumé, detailing education and experience, to:

Human Resources Department
Email: humanresources@cambriancollege.ca

While all responses are appreciated, only those applicants who will be invited for an interview will be contacted.

Cambrian College is committed to creating an accessible, inclusive, and diverse workforce. We welcome applications from all qualified individuals, including; women; persons with disabilities; racialized peoples; Indigenous people; and persons of any sexual orientation or gender identity and expression. All who may contribute to the further diversification of ideas and the College environment are encouraged to apply.