



## **Job Opportunity: Social Media Coordinator**

<b>Job Title:</b>	Social Media Coordinator
<b>Location:</b>	RRRA Office – Residence Commons
<b>Term:</b>	November 1, 2016- April 31, 2017
<b>Reports to:</b>	RRRA Office Manager, RRRA Executives

### **Position Description:**

We are looking for a talented social media coordinator to help develop and maintain a strong online presence for RRRA. The role is to produce content for the Association's various social media outlets and help engage residence students.

If you are a social media guru with experience in photography, we would like to meet you. As RRRA social media coordinator, you would develop content and suggest creative ways to better engage the Associations members. Experience with photoshop is an asset.

Ultimately, you should be able to reach members to notify them about various events and promotions going on at RRRA.

### **Responsibilities**

- Update all RRRA social media accounts including: Instagram, Facebook, Twitter, Snapchat;
- Perform duties as directed by the Office Manager or an Executive
- Available evening and weekends to capture RRRA Events;
- Provide advice on how to improve communications and media presence of the organization;
- Assist in the creation of content for the RRRA website;
- Coordinate the creation of content and sending of RRRA newsletter; and
- Perform tasks and duties of a RRRA office Staff.

**Compensation:**

\$11.40/hour

**If you are interested in apply for the position, please send your resume and a short cover letter along with your fall class schedule to Lil Morton, Office Manager [hiringboard@rrra.ca](mailto:hiringboard@rrra.ca) by Thursday October, 20<sup>th</sup>, 2016 at 11:59p.m.**