



**JOB OPPORTUNITY
SOCIAL MEDIA COORDINATOR**

Job Title: Social Media Coordinator
Location: RRRA Office – Residence Commons Building and Remotely
Term: September 1, 2017 – March 24, 2018, inclusive.
Reports to: Vice President Programming

Overview:

The Rideau River Residence Association (RRRA) seeks a motivated, professional and reliable employee to work without continuous and direct supervision, to assist in providing promotion, advertising, marketing development, and publishing support to the Association.

Responsibilities:

- Regularly update all RRRA social media accounts including: Instagram, Facebook, Twitter, and Snapchat;
- Work collaboratively with all RRRA Staff members
- Perform duties as directed by the Vice President Programming;
- Provide advice on how to improve communications and media presence of the organization;
- Assist in the creation and publishing of content for the RRRA website;
- Coordinate the creation of content and sending of RRRA newsletter;
- Perform tasks and duties of a member of the RRRA Office Staff;
- Track and report on the effectiveness and reach of social media postings
- Be available evenings and weekends to capture pictures and/or videos of RRRA Events both on and off campus; and
- Will meet with the Executive on a weekly basis.

Compensation:

- \$11.60 / hour
- 4 hours per week, with the exception of the first two weeks of September 2017.
- NOTE: 40 hours per week may be required for the first two weeks of September 2017, at the discretion of the RRRA Executive Team.

If you are interested in applying for this position, please send your resume and a short cover letter to Brittany Galler, Vice President Programming at RRRA, via email at vpp@rrra.ca by Sunday, August 27th, 2017 at 11:59 p.m.