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| MSU-logo-2001 | JOB DESCRIPTION  Volunteer |

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| **Position Title:** | **Pride Community Centre - Promotions Coordinator** |
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| **Term of Office:** | September 1 – April 30 (Summer Preparation Required) |
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| **Supervisor:** | Pride Community Centre Coordinator |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 8 hours per week, variable summer hours |

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| **General Scope of Duties** | | |
| The Promotions Coordinator will be responsible for external initiatives of the PCC, including but not limited to advertising, social media management, website communications, and organizing promotional material. The Promotions Coordinator will also be responsible for all tabling initiatives of the PCC by organizing table shifts and table content. The ideal candidate is organized, has event planning or creative experience, and is comfortable interacting with a group of individuals. | | |
| **Major Duties and Responsibilities** | | | | |
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| **Category** | | **Percent** | **Specifics** | |
| Financial & Budgeting Function | | 5% | * Work with the PCC Coordinator to ensure that promotional budgets align with the PCC service budget * Retain financial information to receive reimbursement from the Coordinator | |
| Communications Function | | 5% | * Aid the Coordinator in understanding the PCC's promotional needs. * Aid the PCC Coordinator, Coordinators, Collaborators, and others in promoting/advertising initiatives. * Communicate with Underground on a regular basis to ensure materials being produced are what is wanted and needed * Maintain strong communication with the Coordinator, fellow Coordinators, and volunteers * Create a transition report for the incoming Promotions Coordinator in consultation with the PCC Coordinator | |
| Advertising & Promotions Function | | 70% | * Aid the Coordinator in keeping the website up to date * Ensure all promotions of the PCC are accessible * Promote the events, initiatives, and collaborations of the LGBTQ2SI+ community at McMaster and surrounding Hamilton area. * Ensure that any and all promotional material produced by PCC follows the MSU Visual Identity Guide and are primarily created by the Underground * Responsible for submitting all advertisements to be circulated through various MSU channels, including but not limited to *The Silhouette*, the MSU webpage, and the campus screens network | |
| Other | | 20% | * Participate in Coordinator Meetings as scheduled * Be an active member of the PCC Community * Other Tasks as determined by the PCC Coordinator | |

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| **Knowledge, Skills and Abilities** |
| * Very good organizational and time management skills * Good teamwork skills * Teamwork and communication skills to foster positive relationships within and outside of PCC * Artistic and creative skills * Knowledge of PCC initiatives and events is an asset. * An understanding of Safe Space * Strong Interpersonal skills required for conflict resolution and mediation |

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| **Effort & Responsibility** |
| * Effort required to think creatively * Effort required to design and implement promotional campaigns material for PCC initiatives * Establish and maintain professional connections on and off campus * Maintaining confidentiality of all individuals accessing the PCC * Expected to interact closely with a group of volunteers |

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| **Working Conditions** |
| * Most work can be completed in a shared office space * Time demands may exceed stated hours of work |

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| **Training and Experience** |
| * Previous experience with promotions and advertisement is an asset. * Necessary training will be provided, and required |

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| **Equipment** |
| * Use of Personal Computer |