



SAINT MARY'S UNIVERSITY STUDENTS' ASSOCIATION

Employment Opportunity: Digital Content Creator

The Saint Mary's University Students' Association (SMUSA) is a not-for-profit organization that provides services, support, advocacy, and representation to the students of Saint Mary's University. Our vision is to ensure the highest quality of life for Saint Mary's students.

As Digital Content Creator, you will work closely with the Director of Marketing & Communications to create marketing materials and maintain an online presence for SMUSA.

Position Responsibilities

- Create engaging digital content for SMUSA's website and social media channels.
- Design and distribute marketing and other promotional materials
- Facilitate online conversations and respond to website or social media queries.
- Support the creation and maintenance of all digital assets including, but not limited to: website, social media channels, newsletter, etc.
- Support the creation and execution of communications-related strategies.
- Attend weekly or bi-weekly meetings.
- Assist the SMUSA President or Director of Marketing & Communications with other tasks, as needed.

Qualifications and Experience

- Must be a registered student at Saint Mary's for the 2020-2021 academic year.
- Experience using the Adobe Creative Suite.
- Understanding of social media (Facebook, Twitter, and Instagram) and social analytics.
- Excellent writing, presentation, and communication skills.
- Positive attitude, detail-oriented, with good multi-tasking and organizational ability.
- A passion for creativity.

- Experience using Wordpress or other website content management systems will be considered an asset.

What We Offer

- Leadership development opportunities.
- Flexible work arrangements based on course schedule.
- Learning and skill development opportunities with a multitude of resources.

If this opportunity sounds like something that interests you, we'd love to talk to you! Please submit your resume and cover letter, along with your portfolio if you have one, via email to karla.hodge@smu.ca with the subject line "SMUSA Digital Content Creator".

The **application deadline is October 16th, 2020 at 11:59pm.**

We wish to thank all applicants for their interest. However, only those applicants selected for an interview will be contacted. The Saint Mary's University Students' Association is an equal opportunity employer. For more detailed organizational information, please visit: www.smusa.ca.

The Saint Mary's University Students' Association welcomes the contributions that individuals from traditionally marginalized communities, as outlined under the prohibited grounds for discrimination in the Nova Scotia Human Rights Act, bring to our organization. These include racialized people; Indigenous people; womxn; lesbian, bisexual, gay, transgender and queer people; and people with disabilities. We encourage applicants to self-identify in their application if they are a member of a marginalized community.