

The Meliorist Publishing Society

Position Description - Website and Marketing Coordinator

*Given the current situation, employees will not be required to serve in-office hours. Any work that does not require office equipment can be done remotely.

Position Title: Website and Marketing Coordinator

Reports to: The Business Manager

Work Term: September 1, 2020 - April 30, 2020

**Applications are due by August 10, 2020*

Role Purpose: It is the role of the Website and Marketing Coordinator to lead the ongoing management and upkeep of The Meliorist website and social media, to help bring in new advertisements and ad revenue for The Meliorist, and to develop marketing strategies to enhance community awareness about the magazine.

Key Responsibilities:

- Work closely alongside the Business Manager and Designer to develop and release promotional materials
- Develop and maintain relationships with outside advertisers/advertising agencies
- Help to maintain and troubleshoot Wordpress website
- Meet content deadlines and produce quality work
- Foster good relationships with staff and the community and other student groups

Essential Skills	Essential Attributes
<ul style="list-style-type: none">• Strong written & verbal communication skills• Previous experience with Wordpress• Previous digital marketing experience (volunteer or professional)• Well organized and able to work on a deadline	<ul style="list-style-type: none">• Works well in a team environment• Creative, cooperative and open-minded• Ability to deal well with and provide constructive criticism• Excellent planning and communication skills

Work Hours and Schedule: Scheduling is flexible and hours may vary from month to month, totalling 30 hours a month.

Compensation: \$20/hour

Reimbursement of Expenses: The employee will be reimbursed for travel and other expenses incurred while carrying out responsibilities on behalf of the Meliorist Publishing Society, provided these expenses are approved by the Business Manager.

Note: The Meliorist Publishing Society is an equal opportunity employer. Hiring preference will, however, be given to students. The Meliorist does not tolerate racism, sexism or discrimination on any grounds.