



<b>Job title</b>	Chair of External Relations
<b>Reports to</b>	President

### **Position Overview**

The Chair of External Relations is responsible to ensure the growth of the University of Ottawa Sports Business Club in the community. By the newsletter and other actions, the division of External Relations has the mission to reach out to the community and gives work, volunteer and networking opportunities to club members as well as university students.

### **Duties and responsibilities**

- Communicate and coordinate with division member to publish monthly newsletter
- Promote and extend the uOSBC brand off of the uOttawa campus through establishing
- Regularly meet and delegate tasks to committee members
- Create a network for the uOSBC with alumni, other schools, sport management professionals
- Find volunteer and job opportunities

### **Qualifications**

- Must be enrolled as a University of Ottawa student
- Must be bilingual
- Governance experience considered an asset
- Formatting experience considered an asset
- Experience with monthly newsletter considered an asset

### **Skills**

- Time and deadline management
- Creativity
- Strong communication skills
- Good writing skills

Please send all applications to: [uOttawaSBC@gmail.com](mailto:uOttawaSBC@gmail.com)