



<b>Job title</b>	Chair of Marketing and Communications
<b>Reports to</b>	President

### **Position Overview**

The Chair of Marketing and Communications is responsible for tasks related to promotion of club events and the image of the club as a whole. Working closely with the other executive members, the Chair of Marketing and Communications must ensure the club is well represented on campus and the Ottawa community.

### **Duties and responsibilities**

- Update the website regularly
- Design creative using photo-editing applications
- Post on social media to promote events and expand the club's reach
- Create and implement marketing plans
- Ensure club material is bilingual
- Direct and delegate the activities of Marketing and Communications team members
- Host weekly meetings with the Marketing and Communications team

### **Qualifications**

- Must be enrolled as a University of Ottawa student
- Bilingualism is considered an asset
- Experience with Photoshop is considered an asset
- Website editing experience is considered an asset

### **Skills**

- Strong communication skills
- Strong organizational and time management skills
- Strong knowledge of the sport industry
- Delegation skills

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