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| Job title | Committee member - External Relations |
| Reports to | Chair of External Relations |

Position Overview

Externals Relations divisions members are 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 Externals 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

- Collaborate with division member to publish monthly newsletter
- Assist in outreach initiatives to expand uOSBC reach outside of the uOttawa camps
- Regularly division meetings

Qualifications

- Must be enrolled as a University of Ottawa student
- Experience with Mailchimp is considered an asset
- Bilingualism is considered an asset
- Formatting experience considered an asset

Skills

- Strong communication and writing skills
- Ability to meet monthly deadlines
- Attention to detail

Please send all applications to: uOttawaSBC@gmail.com