

Communications Manager

Employer: Algoma University Student's Union

Posted: 1 months ago

ES Job ID: 15387

Sector(s): Sales & Marketing, Customer Service, Executive and Management

Salary: 55000

Closing Date: April 30, 2024

Location: Sault Ste. Marie

Duration: Full Time

Job Description:

WHO WE ARE:

The Algoma University Students' Union (AUSU) is a not-for-profit organization committed to ensuring that students' university experience is fulfilling and enjoyable. AUSU exists to advocate for students, provide student representation, and provide a variety of services to build a stronger Algoma University community. AUSU is an organization run by students for students and works to ensure that students' voices are recognized.

Responsibilities and Essential Functions:

Media

- Work closely with all AUSU AND THE KITCHEN employees and board members to develop the overall logistics of media production for all AUSU AND THE KITCHEN services, programs, and events.
- Provide subject matter expertise in media, social media, and communications.
- Support the development of AUSU AND THE KITCHEN's overarching communications and marketing strategies including publications, social media, visual and audio content creation, and brand building.
- Provide photography and videography support to internal events when possible and within the scope of the role.
- Ensure a Comms team member attends all special events to take photos and assist with related communications activity as assigned.
- Oversee the AUSU AND THE KITCHEN podcast by creating, editing, and overseeing podcast episodes.
- Oversee the Sentient by creating, editing, and overseeing the articles posted.
- Acts as a direct point of contact for any questions or concerns related to media/communications/branding.
- Create ad-hoc reports as required.
- Supervise and lead the day-to-day activities of the Comms Team.
- Other duties and projects as required to provide service to students.

Relationship Building

- Identify relationships and strategic partnerships that are beneficial to AUSU AND THE KITCHEN.
- Develop effective working relationships with AUSU AND THE KITCHEN's external partners.
- Maintains positive relationships and liaises with Algoma University departments to ensure the integration of activities as necessary

Administrative Duties

- Ensure all finance policies are being followed and budgets are being followed.
- Attend all required meetings prepared having read any materials beforehand

Accountability: All employees and Board Members are expected to support and demonstrate behaviours in alignment with ASU's vision, mission, and values, and to be accountable for the following:

Performance

- Achieve defined organizational performance benchmarks for their position and team and contribute to AUSU AND THE KITCHEN initiatives to support the achievement of strategic goals and objectives. This includes ensuring that practices and decision-making are informed by data and evaluation and demonstrating a commitment to continuous quality improvement.

AUSU AND THE KITCHEN and Team Support and Development

- Actively participate and collaborate with the team, Algoma University, students, and external partners to accomplish goals and objectives, including, engaging in collaborative problem-solving and solution-focused discussions, participating in projects, and marketing events, and acting as a resource and support.

Professional and Personal Development

Actively pursue personal and professional development to support ongoing growth, learning, and integration of best practices in their work.

Administration

- Demonstrate an ability to use technology and adapt to new processes and systems required to accomplish daily tasks.
- Ensure all documentation is current and meets identified standards.
- Comply with AUSU AND THE KITCHEN policies and procedures.
- Maintain the confidentiality and security of student-related and AUSU AND THE KITCHEN information.

Equity, Diversity, and Inclusion

- Proactively seek out ways to celebrate differences and find ways to contribute to a welcoming, safe, and inclusive workplace
- Demonstrates a commitment to enhancing one's awareness, knowledge, and skills related to equity, diversity, and inclusion.

Required Skills:

- Minimum one (1) year experience in a similar role. Work experience, volunteer experience, training, and education will be considered.
- Excellent software skills including Adobe, Canva, Meta, and other social media platforms.
- Photography skills
- Creative storyteller with the ability to bring ideas to life.
- Strong attention to detail with discernment to ensure messages are in alignment with our values.
- A positive attitude and a willingness to work collaboratively.
- Ability To Travel
- Driver's License

Requirements:

- Hybrid position
- Some travel may be required.
- Flexibility: Flexible hours as needed to meet student and operational needs.
- Accommodation may be available as required.

How to Apply:

Please submit a resume and cover letter (combined PDF) to ausu@ausu82.ca