Marketing & Communications Coordinator

Job Description:
The Marketing & Communications Coordinator is responsible for developing marketing materials and creating a communications plan for UR Pride Centre’s operations.

Reporting:
The Marketing & Communications Coordinator reports to the Executive Director.

Qualifications:
- Education in Marketing, Communications, Graphic/Web Design, Public Relations or other similar fields;
- Knowledge of the current issues relating to queer and trans individuals and communities;
- Excellent writing and editing skills;
- Experience working with media;
- Strong organizational skills;
- Effective verbal and written communication skills (English);
- Fluent in non-English languages will be considered an asset;
- Experience in graphic design and experience with Adobe Suite including Adobe Illustrator and Adobe InDesign;
- Knowledge of Wordpress;
- Able to work with a team and alone;
- Able to work flexible hours; and
- Knowledge of Google Products and Microsoft Office Suite.

Responsibilities:

Communications
1. Develop a draft communications strategy and plan for UR Pride Centre.
2. Create marketing materials for the organization.
3. Update and maintain the UR Pride Centre and SPACE websites and social media.
4. Draft UR Pride Centre’s annual report.

General
1. Oversee that resources and files are kept in an organized fashion.
2. Maintain positive working relationships with community groups with similar mandates.
3. To provide leadership to the volunteers in maintaining a positive work environment.

**Hours of Work and Salary:**

This position is funded by the Canada Summer Jobs program, for this reason, only youth aged 15 - 30 may apply. Students enrolled at the University of Regina, First Nations University of Canada, Luther College or Campion College will be prioritized.

This position is for a summer position from June 1st 2020 to July 27th 2020. The successful candidate will work 35 hours per week.

UR Pride Centre is a proud living-wage employer, and therefore, the wage for this role is $17.00 per hour.

According to requirements set out in Canada Summer Jobs, to be eligible for this position, a candidate must be:

a) Between the ages of 15 and 30 years at the start of the placement;

b) Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,

c) Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

For more information on these eligibility requirements, please contact Canada Summer Jobs directly.

**To Apply:**

Please visit [www.urpride.ca/work](http://www.urpride.ca/work) and complete the application form by May 25th at 9:00am.

Emailed submissions will not be considered.

**Our Commitment to Equity in Hiring:**

UR Pride recognizes how oppressive structures such as racism, sexism, cissexism, and heterosexism may cause systemic barriers for people when gaining employment. For this reason, UR Pride strongly believes in equitable employment that prioritizes the hiring of those who are a part of equity groups.

We invite any applicant to a job at UR Pride to indicate their experience as a member of any equity groups. For more information, please visit [www.urpride.ca/work](http://www.urpride.ca/work).

Admin & Campus Location:
Rm. 225 • Riddell Centre
University of Regina
Regina, SK

Mailing Address:
c/o URSU
3737 Wascana Parkway
Regina, SK S4S 0A2

SPACE Community Hub:
2139 Albert Street
Regina, SK S4P 2V1
[www.space.lgbt](http://www.space.lgbt)