DiscoverE Engineering & Science Camps

Job Title: Marketing Specialist

Term: Temporary Full-Time paid position
Job Start Date: April 29th, 2019
Job End Date: August 26th, 2019
Job Location: 2-215 Donadeo Innovation Centre for Engineering
Hours: 35hrs/week
Hourly Rate of Pay: $17.57 per hour
($16.12 per hour plus 9% for Vacation pay, Stat. Holiday pay, and student rate)

Application Deadline: Position will be open until suitable candidate is found

Submit Resume and Portfolio of Work with 3 references via email or in-person to:

Sarah Toderian
Acting Outreach Coordinator for DiscoverE
2-215 Donadeo Innovation Centre for Engineering, 9211 – 116 St NW
Edmonton, AB T6G 1H9
Email: decd@ualberta.ca
Phone: 780-248-1859

Job Description

DiscoverE is a not-for-profit, student-delivered initiative of the Faculty of Engineering, at the University of Alberta, in Edmonton Alberta. We deliver high-impact classroom workshops, unique clubs and events, and engaging summer camps to more than 26,000 youth every year, and our programs reach over 70 communities across northern Alberta, British Columbia, Saskatchewan and the Northwest Territories. The Marketing Specialist works with the Marketing Team Lead to design and execute a marketing plan with the goal of reaching our maximum capacity for workshops, clubs, camps and special events.

Job Duties

- Communicates with Director and Marketing Team Lead to establish and review marketing initiatives and create a long term marketing strategy
- Submits purchase requests to the Director
- Design and distribute program marketing materials and reports
- Design and maintenance of the DiscoverE website
- Promote the program at conferences or special events
- Create informal material for the various program components (Camps, Clubs, Special events and Workshops)
- Communicate with customers and stakeholders
• Communicate with various suppliers of printed material, promotional materials and custom printed material
• Preform administrative and operational duties as required
• Produce and edit short video clips
• Several weekly tasks and other duties as assigned

Job Qualifications
• Proficiency with Adobe suite of design/layout programs
• Proficiency with web/print design/layout
• Superior communication skills with particular emphasis on public speaking
• Must be very reliable and detail oriented with the ability to manage timelines independently
• Positive role model and mentor
• Excellent conflict resolution and problem solving skills
• Ability to work as part of a team
• Mature interpersonal conduct
• Willingness to learn new material
• Proficiency in working with eClass, Google Drive and other Google programs
• Enrolled fulltime in an undergraduate program for the current academic school year, preferably with some background in marketing, fine arts and/or graphic design
• Previous marketing experience is an asset
• Experience working with children, youth, parents and/or schools is an asset
• Class 5 driver’s license (GDL removed) is an asset
• Able to complete a Police Information Check (with vulnerable section)
• The ability to fluently speak French is an asset
• Previous experience with DiscoverE or a similar organization is an asset

Important Information for Applicants
• If successful, we require a Police Information Check (with vulnerable section)
• We thank all applicants for their interest in DiscoverE, however only successful candidates will be contacted for an interview

If you have any questions or concerns, please feel free to visit 2-215 DICE or email Sarah Toderian at decd@ualberta.ca