U of A Faculty of Engineering DiscoverE Engineering & Science Camps

Job Title: Team Coordinator – Marketing

Term: Temporary Full-Time paid position
Job Start Date: April 27th, 2020
Job End Date: August 24th, 2020
Job Location: 2-215 Donadeo Innovation Centre for Engineering
Hours: 35 hrs/week
Hourly Rate of Pay: $19.34 per hour (plus additional 9% or 10.5% depending on employee type)

Application Deadline: Monday, February 17th at 11:59pm

We need three things to complete your application:
1. Portfolio
2. Resume
3. Your answers to this questionnaire

Please submit your resume and portfolio to:
Sarah Toderian
Acting Outreach Coordinator of 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. We are seeking a dynamic, team-oriented Team Coordinator – Marketing who will design and implement a marketing plan with the goal of reaching maximum capacity for workshops, clubs, camps and special events. They will work closely with and oversee the Graphic Designer and Photographer & Social Media Specialist to implement this plan.

Job Duties

• Communicate with Director to establish and review marketing initiatives and create a long term marketing strategy
Create and execute an effective marketing plan, including efficient design and production processes
Lead and oversee Graphic Designer and Photographer & Social Media Specialist through marketing strategy
Arrange interviews and television and radio spots by directly communicating with potential marketing partners
Act as the first point of contact with members of the media
Submit purchase requests to Director
Oversee the design and distribution of program marketing materials and reports
Oversee the DiscoverE social media accounts (Facebook, Twitter and Instagram)
Oversee the maintenance of the DiscoverE website
Communicate with customers and stakeholders
Communicate with various suppliers of printed material, promotional materials and custom printed material
Oversee the production and editing of short video clips
Review and modify training documents for DiscoverE marketing
Collect and analyze feedback from staff, parents, participants, teachers and other stakeholders
Help train staff in collaboration with management and the other Team Coordinators
Help recruit and hire DiscoverE team members where needed

Job Qualifications

Proficiency with Adobe suite of design/layout programs
Proficiency with web/print design/layout
Strong leader
Able to work in and successfully manage high stress situations
Adaptable to new situations
Reliable and detail oriented with the ability to manage timelines independently
Superior communication skills with particular emphasis on email correspondence and public speaking
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 leadership experience is an asset
Previous marketing experience is an asset
Previous experience overseeing a professional social media account is an asset
Experience working with children, youth, parents and/or schools is an asset
Class 5 driver’s license (GDL removed or able to remove) and 19 years old or older 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