Position: Community and Brand Manager

Company/Organization Name: ABC Employer

Job Type: After Graduation

Number of Positions: 1

Commitment: 35 hrs/week, 1-year contract with possibility of extension

Start Date: Monday, July 30, 2020

Wage: $20/hour

Deadline to Apply: Monday, July 9, 2020 at 11:59PM EST

Who is ABC Employer?

ABC Employer is searching for a student to lead our efforts of enhancing the local and global awareness of the ABC Employer brand. We aspire to be the world leader in our field. To achieve this, we need exceptionally talented staff. Your Position at Employer ABC Your job as a Community and Brand Manager will be to coordinate ABC’s community outreach and engagement initiatives. You will be responsible for increasing ABC’s presence in the community as well as building relationships with other organizations that support ABC’s work.

As a Community and Brand Manager, you will also be responsible for the following duties:

* Develop and implement outreach strategies for active ABC campaigns.
* Coordinate the development and distribution of promotional campaign materials.
* Seek out community groups and organizations to explore potential partnership opportunities.
* Identify relevant community events and ensure ABC’s participation in such events.
* Other duties as required.

You will be reporting to the Director of Communications. You will be part of a vibrant team with lots of opportunities to learn about the industry and grow your professional skills and network. We offer a competitive base salary, 3 weeks of vacation in your first year with the company and comprehensive health and dental benefits.

Required Qualifications:

* University degree in any academic discipline.
* Candidates must possess the following qualifications:
* Excellent oral and written communication skills.
* Works well independently and as part of a team. Project coordination experience (either in a work or co-curricular setting).

Preferred Qualifications In addition to the required qualifications, it would be ideal if candidates possessed the following assets:

* Excellent knowledge of Social Media platforms.
* Experience working with local community organizations.
* Experience managing a budget (could be in a workplace, for an event or a student/volunteer club/ organization).
* Familiarity with graphic design software.

How to Apply

To apply for the Community and Brand Manager position, please email a cover letter and resume addressed to Hina Asad, Employment Specialist, at **ABCEmployer@gmail.com**. The deadline to apply for this position is **Monday, July 9, 2020 at 11:59PM EST**.

ABC Employer will review all applications after the deadline and will contact successful applicants. If you have any questions about the position or how to apply, please contact Hina by phone at 1(613) 123- 4567 or by email at [ABCEmployer@gmail.com](mailto:ABCEmployer@gmail.com).

**Employment Equity and Accessibility Statement**

The University invites applications from all qualified individuals. Queen’s is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

The University provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact Human Resources at [hradmin@queensu.ca](mailto:hradmin@queensu.ca).