



**GAUNTLET  
PUBLICATIONS  
SOCIETY**

Room 319 MacEwan Student Centre  
2500 University Dr. NW  
Calgary, AB, T2N 1N4

## **Social Media Assistant (1)**

The Social Media assistant is a volunteer position that will work alongside the Volunteer Coordinator to develop, implement, and manage the social media marketing for The *Gauntlet* and its associated events. This position begins June 6th and ends December 19th, 2022, with the potential of an extension based on performance.

The following is tentative and subject to change:

### **Role Expectations**

- Oversee social media accounts (Facebook, Instagram, Twitter, TikTok) and scheduling platform (later.com)
- Develop and upload promotional material for events and workshops
- Monitor and respond to comments and direct messages
- Attend events and provide live event coverage
- Keep up with social media trends and acquire new and relevant skills
- Keep up with the rapidly changing schedule of events and workshops
- Upload a minimum of 2 posts (across all social media platforms) each week
- Meet bi-weekly with the Volunteer Coordinator to receive updates on events and workshops, and help develop a marketing strategy for the next two weeks
- Assist Volunteer Coordinator in the distribution of the print newspaper around the University of Calgary campus

### **Job Requirements**

- Current undergraduate students at the University of Calgary will be given priority, but graduate students, new graduates (within one year) with experience will be considered.
- Skills:
  - Ability to use graphic design software (Canva)

- Timely communication
- On top of Slack and social media account(s) messages
- Ability to work independently and cooperatively in a rapidly changing environment.

### **Compensation**

- This 2022/2023 year will **not include compensation**.
- All volunteers can compete for a Yacowar Award scholarship.
- You will have a higher chance of receiving a scholarship if expectations are met.

Reports to: Volunteer Coordinator

Please submit a resume via email to [volunteer@thegauntlet.ca](mailto:volunteer@thegauntlet.ca). Selected applicants will be contacted for an interview.

**Deadline for applications is May 30th at 4 p.m.**

If there are any questions/concerns about the presented information, please email Namratha at [volunteer@thegauntlet.ca](mailto:volunteer@thegauntlet.ca).