



**GAUNTLET
PUBLICATIONS
SOCIETY**

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

Volunteer and Outreach Coordinator

The Volunteer and Outreach Coordinator is responsible for the management and coordination of our volunteer membership at the *Gauntlet* as well as maintaining the *Gauntlet's* outreach with the student population. They are the first point of contact for potential volunteers as well as long-standing ones. The Volunteer and Outreach Coordinator works with the online editor to optimize the virtual volunteer experience and organizes marketing campaigns designed to increase the *Gauntlet's* reach and relevance. They will also plan in-person events to help continue volunteer engagement. Creating workshops, attending volunteer fairs, managing social media accounts, and leading the distribution of the physical paper are some of the responsibilities within this role.

The position is a salaried contract beginning May 16, 2024, and ending on April 30, 2025, and reports to the editor-in-chief.

Contract/work commitment breakdown:

Spring/Summer: six (6) weeks, throughout spring/summer 2024.

Fall/Winter: eight and a half (8.5) months, August 16, 2024 – April 30, 2025.

Roles and Responsibilities

The following is tentative and subject to change:

- Maintaining and posting regular office hours.
- Compiling and sending out weekly story lists to volunteers.
- Attending monthly Board of Directors meetings as the volunteer representative.
- Selecting candidates for the Social Media assistant position(s) and notifying the editor-in-chief.
- Responsible for creating content and managing various *Gauntlet* social media platforms.

- *Volunteer duties:*
 - Maintaining a database of completed and signed volunteer forms.
 - Maintaining a mailing list to inform volunteers of story lists and *Gauntlet* events.
 - Organizing at least one *Gauntlet*-sanctioned social event per month.
 - Organizing and providing orientation for new volunteers.
 - Assisting section editors in training volunteers on Canadian Press style and copy-editing pieces to make ready for publication.

- *Outreach duties*
 - Managing the *Gauntlet's* online presence through social media posts, creative marketing campaigns and interactive meet-and-greets with the editorial board.
 - Coordinating with editorial board to film and produce social media content that expands the *Gauntlet's* reach and relevance.
 - Developing the *Gauntlet's* subreddit membership by incentivizing students to engage with our content.

- *Distribution duties:*
 - Ensuring that the newspaper has arrived and informing the Editor-in-chief.
 - Coordinating the distribution of the print edition to all campus distribution points.
 - Leading a monthly distribution team of editors, assistants and volunteers.

Job requirements:

1. Current undergraduate students at the University of Calgary will be given priority, but graduate students, new graduates (within one year), non U of C alumni with experience will be considered.
2. Organizational and volunteer management experience
3. Technical skills (recommended):
 - Experience in Canadian Press Style
 - Copy-editing
 - Marketing and Search Engine Optimization (SEO)

Reports to: Editor-in-chief

Oversees: Volunteer assistant(s), Volunteers

Please submit your resume, and pitch deck (see below for details) via email to the Hiring Committee: [hiring@thegauntlet.ca](mailto: hiring@thegauntlet.ca).

Deadline for applications is **Wednesday, April 24, 2024, at 4 p.m.**

What is a pitch deck?

If chosen for an interview, candidates for *Gauntlet* editorial board position will present a 10-minute pitch to the Hiring Board. During this presentation, candidates will pitch ideas to develop the position/section they are applying for. This is a chance for you to showcase your creative, purposeful, and goal-oriented ideas that can be realistically accomplished within the term. Your ideas must be specific to the role you apply for. An applicant for news editor, for example, should not focus on visuals or volunteer coordination.

FAQ

Will all candidates have a chance to present their pitch deck?

No. Only candidates selected for an interview will have the opportunity to present.

Is there a preferred format?

No. Google Slides, PowerPoint, and Prezi are some of the ways you can choose to present your ideas.

How long does the pitch deck have to be?

It can be as long or as short as you need it to be. The only requirement is that the pitch deck can be presented in 10 minutes. We strongly suggest candidates to focus on a few ideas and elaborate rather than trying to cover all grounds.

What if I don't have any new ideas?

That is okay! You can share how you plan to strengthen what the *Gauntlet* already does in relation to the position. Through this pitch deck, we are interested in seeing how you critically think and develop solutions that can be realistically implemented.