

Job Posting Trent Annual Yearbook Communications Lead

Hours: 40 hrs/mth or 10 hrs/week

Rate of pay: \$15.45 per hour

Contract term: as soon as possible until end of April, flexible schedule

Eligibility: Open to current Trent students only

Application deadline: Feb 21, 2021

About Trent Annual Yearbook

Made by students, for students, the Trent Annual Yearbook is one of Canada's longest-lived student run university yearbook organizations.

The Trent Student Annual Yearbook is a student led, managed and created publication. Each year, a group of new and returning students takes on the task of creating a high quality yearbook. Produced during the fall and winter terms, the yearbook is for all Trent students across all faculties, and is presented to graduates each year at convocation. After convocation, copies of the yearbook are made available through department offices and events throughout the year.

While it is produced to a budget, it is made with skill, professionalism and creativity. It is a service for students, creating opportunities for learning skills in publication management, book design, photo editing, team management and communications and distribution. Each copy of the Annual is a physical memento that can be enjoyed for years to come.

Job Description

We are looking for an energetic and outgoing individual to help us encourage the Trent community to send in photos and stories for the 2020-21 Yearbook.

- This is a proactive position for a self-directed individual who enjoys talking to people and encouraging creativity
- Work can be done from home, but the position is open only to current Trent students living in Peterborough and the Kawarthas. (Access to a vehicle not required, but presence on campus may be required if restrictions are lifted.)
- Coordinate with advisor and editor to communicate with Trent students, faculty and staff to gather content for the 2020-21 Yearbook.
- Communicate with individual students, departments, clubs, groups and the Peterborough community to coordinate contributions of images and text for the 2020-21 Yearbook
- Communicate via email, telephone and social media platforms
- Work with advisor and editor to create campaigns to encourage engagement by the Trent community
- Persistent follow up with contacts and requests for submissions will be required to encourage completion
- Assist contributors, when necessary, with technical issues or idea development
- Regularly report progress to the advisor
- Social media engagement to be coordinated with advisor and social media manager, possibly to take on full social media role

Required Skills

- Excellent written and verbal communication skills
- Comfortable and friendly telephone manner a must
- Outgoing, personable and communicative
- Works well under pressure and meets tight deadlines
- Highly computer literate with capability in email, MS Office and related business and communication tools
- Content writing experience for all media platforms
- Social media and networking skills
- Strategic and creative mindset
- Attention to detail
- Familiarity with Trent departments, faculty and community essential
- Experience with photography an asset

Please send a resume, letter of interest and two references to admin@trentannual.ca

Interviews will begin immediately after Feb 22, 2021.

Only candidates selected for interviews will be contacted.