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| **Opportunity Type:** | Part Time |
| **Opportunity Title:** | Communications Officer – Trent Annual Yearbook |
| **Opportunity Location:** | Trent - Peterborough campus |
| **Opportunity Description:** | **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. After convocation, students have the opportunity to order copies of the yearbook online and have them shipped directly to their houses in October. Yearbooks are also 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 foster engagement from the Trent community to submit photos and stories for the 2024-25 Yearbook and write text for events within the yearbook.* This is a proactive position for a self-directed individual who enjoys talking to people, encouraging creativity, and creative writing.
* Most of the 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 in some occasions)
* Coordinate with advisor and editor to communicate with Trent students, faculty and staff to gather content for the 2024-25 Yearbook.
* Communicate with individual students, departments, clubs, groups and the Peterborough community to coordinate contributions of images and text for the 2025-25 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
* Conduct interviews and write descriptions of events to include in the yearbook
* Assist contributors, when necessary, with technical issues or idea development
* Coordination of press passes for the photography team
* Regularly report progress to the advisor and editor
* Social media engagement to be coordinated with advisor and social media manager, possibly to take on full social media role
* Possibly to take on photography and design if needed

All Trent Annual staff are also required to occasionally participate in promotional booths to promote the yearbook to the Trent University community during on-campus events. This may include heavy lifting of boxes. However, accessibility accommodations are available upon request.The communications officer position is paid with a monthly salary at a $20.60 hourly rate. The time commitment for this job is 40 hours/month.We encourage people from all backgrounds to apply. Only condition is that you need to be a current Trent university student. You DO NOT have to be TWSP eligible, and first years are **strongly** encouraged to apply. |
| **Opportunity Requirements:** | **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 and design an asset
* Access to a vehicle is an asset
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| **Salary:** | $909.23 |
| **Industry:** |  |
| **Position Start Date:** | 10/01/2024 |
| **Position End Date:** | 04/31/2025 |

**Application Information**

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| **Application Deadline:** | September 15th, 2024 - 11:59 PM EST |
| **Application Documents Required:** | Resume, Cover Letter, and Portfolio |
| **Additional Application Information:** | Please send a resume, letter of interest and two references to: **editor@trentannual.ca**If you have experience in photography and/or design please attach your samples of previous work (portfolio, photography, drawings, digital art, yearbook pages, website etc...) with your email. **Application deadline is September 15 2024.**Interviews will begin immediately after 15th September 2024. Starting date is October 1st 2024.\*While we appreciate your interest in the position, only applicants selected for an interview will be contacted.Thank you! |

**Company Info**

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| **Organization:** | Trent Annual Yearbook |
| **Division:** | Trent University |
| **Website:** | https://trentannual.ca/ |

**Additional Information**

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| **Eligibility/Funding Type:** | None |