



Digital Media Coordinator

CJSW Radio, the University of Calgary Student Radio Society, is looking to hire a Digital Media Coordinator. The role is responsible for creating graphic assets and overseeing the social media channels of one of Canada's most established and respected campus and community broadcasters.

The Digital Media Coordinator designs advertisements (digital, print), event posters, marketing campaigns, etc. and oversees social media accounts, all while producing original content that resonates with CJSW's online community. Understanding of various graphic design software and all major social platforms is a must.

The successful candidate will work closely with CJSW staff. This position reports to the Marketing & Development Director and Station Manager.

Terms:

- **20 hours per week**
- **\$20 per hour**
- **Remote and in-office work environment**

Tasks and Responsibilities

- Design marketing materials for CJSW in both digital and print
- Oversee social media accounts on Instagram, Facebook, Threads, TikTok, Twitter/X
- Producing video, graphic, and social media content as needed
- Collaborate with staff to produce content needed for various reasons, while also developing your own creative original content
- Other duties as required

Required Skills

- A general understanding of CJSW Radio, its community, and its audiences
- Comprehensive knowledge of all major social media platforms
- Comprehensive understanding of Adobe Creative Suite – specifically Adobe Illustrator – Canva, and other design software
- Experience filming and editing videos
- The ability to work within tight deadlines and handle the pressure of multiple projects
- Exceptional verbal and written skills
- Ability to work at a high level, both independently and in a team environment

Please submit your cover letter, graphic design and social media portfolio, and resume via email to manager@cjsw.com on or before **12:00 p.m. on Monday, November 20, 2023**.

CJSW is an equal opportunity employer. Everyone is thanked for applying; however, only those selected for an interview will be contacted. CJSW 90.9FM broadcasts from Calgary, Alberta, Canada on Treaty 7 Territory of the Blackfoot Confederacy, which includes the Siksika, the Piikani, and the Kainai. Treaty 7 is



also home to the Tsuut'ina, the Stoney Nakoda and Métis Nation of Alberta Districts 5: Calgary Nose Hill Métis, and 6: Calgary Elbow Métis.

Calgary's only campus & community radio station.

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