



## **Social Media Coordinator**

**OPIRG Peterborough is Hiring** – Contract, must be TWSP Eligible

**Position:** Communication Coordinator

**Reports to:** OPIRG Peterborough Coordinator

**Compensation:** 160 hours at \$19.05 per hour.

**Anticipated start date:** As soon as possible

OPIRG (Ontario Public Interest Research Group) Peterborough invites applicants to fill a vacancy in the position of **Communications Coordinator**. OPIRG Peterborough is a non-profit levy group that works to create sustainable engagement on social and environmental justice issues in the Peterborough/Nogojiwanong community.

The Social Media Coordinator will work with the OPIRG Peterborough staff and Board of Directors to:

- Manage the online representation of OPIRG Peterborough through Instagram, Facebook, Twitter, and OPIRG Peterborough's website.
- Develop on-brand and consistent social media strategy and campaigns regarding social and environmental issues that engage research, education, and action relevant to the Nogojiwanong/Trent community
- Generate, edit, publish, and share engaging and educational content daily (e.g. original text, photos, videos, and news)
- Support other staff in developing promotional content for OPIRG Peterborough programming and events.
- Engage with the Trent and Nogojiwanong community in an online capacity which translates to community building.
- Design, develop and share monthly newsletter (with MailChimp) regarding OPIRG Peterborough's happenings as well as local upcoming events and news.
- Take on additional tasks as required.
- This position may require evenings and/or weekends work.

Qualifications:

- Must be TWSP eligible
- Strong written and verbal communication and interpersonal skills.
- Commitment to anti-oppression and consensus-based decision making.
- Demonstrated ability to work well as part of a team and ability to work well with diverse groups of people, treating everyone in a fair, supportive and cooperative manner.



- Good organizational and time management skills, ability to stay focused and meet deadlines with frequent interruptions.
- Ability to work independently, take initiative, make good judgments, and show discretion when working with minimal supervision.
- Good leadership, planning, and problem-solving skills.
- Good understanding of design programs such as Canva as well as knowledge of social media marketing and promotion.
- Strong computer skills.

#### Term and Compensation:

About 8 hours a week for 20 weeks (160 hours total, TWSP guidelines) at \$19.05 per hour.

#### Method of Application

Please submit resume and cover letter to “Hiring Committee” electronically to [opirg@trentu.ca](mailto:opirg@trentu.ca).

**Deadline for applications October 5th, 2023, 12pm noon.**

OPIRG Peterborough invites applications from all qualified candidates. Women, Indigenous peoples, members of visible minorities, and people with disabilities are encouraged to apply. We will accommodate the needs of applicants throughout all stages of the selection process. To ensure needs are accommodated through this process please contact [opirg@trentu.ca](mailto:opirg@trentu.ca). Information received relating to accommodation measures will be addressed confidentially.

Only applicants who are considered for an interview will be contacted.

More information about OPIRG Peterborough can be found at <https://opirgptbo.ca>