



## Ottawa Media & Advertising Manager

### DESCRIPTION

Reporting to the Regional Director of Ottawa, the Ottawa Media and Advertising Manager is responsible for advertising events and activities on social media platforms, such as Facebook and Instagram, with quality content on a weekly basis. They will communicate with the Director of Media & Advertising to update the Trek for Teens website along with any other media spaces including the monthly newsletters. Through this position, the candidate will truly be able to help the greater community while gaining knowledge about youth homelessness and skills in event coordination, leadership, and volunteer organization.

### RESPONSIBILITIES

- Advertise events and activities
- Update the Facebook page and Instagram page with quality content weekly
- Create and maintain a positive image of the club on campus
- Create awareness and recruit volunteers
- Create good and healthy relationships with other organizations

### QUALIFICATIONS

- Strong social media presence and outreach
- Ability to conduct research
- Strong communication skills and work ethic
- Digital art experience is an asset

## APPLY NOW

Send your **resume** and **cover letter** to our Director of Human Resources.

### SUBJECT LINE

Application: {{Position Title}} - Firstname Lastname

**EMAIL [hr@trekforteens.com](mailto:hr@trekforteens.com)**