POSITION TITLE: PROMOTIONS ASSISTANT (Student Volunteer)

POSITION SUMMARY
Join the SFU Recreation team and become a Promotions Assistant. This volunteer position is essential to the Recreation Team. Be part of a fun, developing team of SFU students to assist with branding SFU Rec, promoting programs and services, and creating a welcoming environment. This is an excellent way to build transferable skills and get started in the marketing, communications, design, or event planning industries. All positions are part of a leadership program, including goal setting and professional development activities. Recreation hires its paid Promotion Leaders from the Promotions Assistant position.

RESPONSIBILITIES
- Assist with the creation of visually appealing and professional bulletin boards and cabinet displays promoting Athletics & Recreation across campus.
- Represent SFU Rec and engage with the community at promotion based events and weekly campus outreaches.
- Promotion support according to personal goals. This may include creation of promotional materials, event planning, liaison with other groups on campus, blogging, research, creative work, etc.

QUALIFICATIONS
- SFU student for Fall 2018, with potential to extend to Spring 2019 and onwards.
- Commitment of ~3 hours per week for the semester. Work schedule is flexible and can be tailored around the student’s availability.
- Passionate about a fun and engaging campus community and a desire to promote active lifestyles.
- Willingness to learn, set goals, and take initiative in working towards them.
- Excellent organizational, interpersonal, and communication skills (written & verbal).
- Creative, self-motivated, and enthusiastic.
- Ability to work effectively independently and as a member of a team.
- The following qualifications are an asset:
  - Knowledge of the Adobe Creative Suite (Photoshop, InDesign, Illustrator, Flash)
  - Education or work experience in business/marketing
  - Previous experience working with SFU Recreation

DATES
This position is for the Spring 2019 term, starting in January:
- Application deadline is November 18
- Interviews/training will be in January.

HOW TO APPLY
Apply online: www.myInvolvement.sfu.ca | JOB ID: 4660