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 2017, with potential to extend to Spring 2018 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 Fall 2017 term, starting in September:
• Application deadline is Friday, March 17th, 2017.
• Interviews will be in March and training will be in August.

HOW TO APPLY
Apply online: www.myInvolvement.sfu.ca | JOB ID: 3896