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| **Title of Position** | Student Blog Coordinator |
| **Department** | Various |

**Primary Job Duties**

**Inventory No. / Job Task Details**

2.00 Contribute to the creation of visual and written content for digital media (blogs, social channels such as Facebook, Twitter, Instagram, LinkedIn)

2.08 Participate in promotional activities

4.05 Conduct basic research

4.08 Assist with attracting and recruiting volunteers

**Qualifications**

* Current student of Fleming College
* Enrolled in a related program of study
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Good proficiency with Microsoft Office Suite (Word, Excel, Visio, PowerPoint)
* Proficient knowledge and experience with a variety of social media platforms
* Good organizational skills, with the ability to multi-task
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail