**Title of Position: Office of Applied Research** Marketing & Communications Assistant – Level 2

**Division/Department**: Office of Applied Research

**Job Duties**

* Assist with developing marketing materials, managing social media and other communication activities – see detailed duties description below
* Conduct basic web research
* Prepare reports or spreadsheets;
* Write basic copy for social media channels
* Locate and compile information and format reports, organize images and other basic support for electronic file maintenance

**Online Communication**

* Assist with developing and posting content for online channels (Facebook, Twitter, LinkedIn)
* update information on OAR websites using WordPress
* monitor and report on web analytics, keywords

**Marketing Materials**

* Assist with developing print content including digital image assets including photos and videos

**Other Communication Activities**

* Assist with special events, meetings and tours
* Assist with creation of project and partner reports

**Qualifications**

* Knowledge of marketing techniques and social media strategies
* Excellent oral communication, human relations and interpersonal skills
* Excellent writing and editing skills
* Knowledge of web, social media channels, office software (excel, word)
* High level of organizational skills, with the ability to multi-task
* Photography and graphic design skills would be an asset
* Interest in science