



Communications and Outreach Coordinator

The communications and outreach coordinator will report to the community engagement coordinator and assist in conducting outreach to both the Concordia student body, CUTV volunteers, and the greater Montreal community that CUTV offers its services to. The communications and outreach coordinator will work to ensure that CUTV services and events are well promoted, and come up with diverse outreach and social media campaigns to promote our programming.

CUTV is a Community TV station based on Concordia University's downtown campus. We are an independent media organization that focuses on grassroots journalism and covering underreported issues in the Concordia and Montreal community. We also assist students and Montrealers in making video content, and have an AV equipment lending library, studio rentals, and many other resources to assist in video production.

Responsibilities:

- Create and share promotional materials for CUTV programming and events
- Lead outreach activities including tabling and classroom announcements to help promote CUTV services to students
- Compile and sending out monthly newsletters
- Conduct outreach to similar organizations for collaborations
- Develop a communications strategy and create effective social media outreach campaigns

Requirements:

- Proficient in English with strong communication skills.
- Experience with graphic design and strong design skills
- Must be punctual, well organized and able to multitask
- Ability to work well independently and as a team
- Enthusiasm for helping to cultivate a strong community environment and the desire to help others access CUTV's services

Assets:

- Passion for community organizing and social change
- Knowledge of the Concordia fee levy community and social justice organizing at Concordia
- Previous work or study experience in communications, marketing, or related field
- Comfort with public speaking and networking
- Experience working within a non-profit or community organization
- Experience with or knowledge of independent media
- Fluency in French

Workplace:

CUTV's offices are on the fourth floor, and are accessible only via stairs. Employees typically do some of their work from home/out of the office. Computers are available for use in-office, but employees are expected to furnish their own computers for work completed outside the office.