



Minds Matter Magazine

MARKETING PROMOTIONS & EVENTS COORDINATOR

We are looking for an individual with strong interpersonal skills who is comfortable with coordinating events and marketing campaigns that will engage the UTSC community.

WHAT WE ARE LOOKING FOR

- Experience in creating strategic and effective marketing and events plans, packages, and calendars
- Team player to work in tandem with our Editorial and Operations teams to creatively promote events, upcoming campaigns, and any items that require extensive promotion
- Strong organizers to plan and execute major MMM events
- Ability to act as a liaison between students and the magazine to ensure students are represented in an authentic and equitable manner
- Ability to become familiar with MMM's image and ensure this image is accurately represented as a mental health platform and student organization
- Strong prioritization and time management skills

REQUIREMENTS

- Must be currently enrolled at the University of Toronto
- Must have prior experience working with a marketing or events coordination and programming for a campus project or student group

WORKING WITH MMM

At *Minds Matter Magazine*, we place a strong emphasis on working collaboratively with a diverse team of students, community members, and advisors. As a member of our team, we expect honesty, compassion, and commitment.

Select applicants will be asked to participate in an interview during late April, 2018. Please feel free to reach out to us if you have any questions or need any accommodations!

REACH OUT TO US

Facebook

/MindsMatterMagazine

Twitter

@MindsMatterMag

Instagram

@MindsMatterMagazine

Website

mindsmattermagazine.com

HOW TO APPLY

Email us at mindsmattermagazine@gmail.com with the subject title: Recruitment 2018 (MPE Coordinator) by April 14, 2018. Please include your **cover letter**, **resume** and **one of the following**:

- A sample marketing/promotion plan for a MMM issue launch party; **or**
- A proposal of an event that you think MMM should have (one page maximum)

In your cover letter, please indicate how you heard about this opportunity (whether through our social media, a class announcement, etc.).

We are very excited that you're interested in joining our team, due to the volume of applicants we ask that you allow us up to a week to get back to you.

ACCESSIBILITY

***Minds Matter Magazine* is strongly committed to providing equal opportunities by cultivating diversity within our community and masthead.**

We actively welcome applications from Indigenous/Aboriginal people of North America, visible minorities, people with disabilities, persons of any sexual orientation or gender identity, and any other identities who may contribute to the further diversification of ideas.