

**Position:** Public Relations Director  
**Term:** 2019-2020  
**Estimated Hours per Week:** 5-10

*The Sobey School of Business Commerce Society is a student run society at Saint Mary's University. Our goal is to provide students with networking opportunities, business and university resources, while inspiring peer to peer engagement. The society encourages participation and advancement of our member's skills in all aspects of university life while helping them develop business skills, build their professional network, and learn from local business leaders.*

*The Public Relations Director focuses on building a sustainable relationship with our members through regular communication outlets such as a weekly information newsletter via email, creating a strong social media presence, and spreading awareness of the Commerce Society on and off campus. Furthermore, this may include communication to external resources such as sponsors, faculty or other universities.*

**ROLE PROFILE:** The selected candidate will work as an active member of the Commerce Society Executive Team to ensure that our members are receiving clear and consistent information regarding upcoming events, meetings, and opportunities. Also, this candidate will work with the President and Vice President concerning any incoming and outgoing emails from external sources.

**Duties will include:**

- Sending weekly emails to our members via Mailchimp
- Managing and updating all social media platforms (Facebook, Instagram, LinkedIn)
- Creating and managing events on Facebook
- Reporting issues, questions and concerns to the president
- Assisting in executing other Commerce Society Events
- Reaching out to volunteers when necessary
- Organize and take lead on a minimum of one Society event
- Distribute poster advertisements around campus
- Organize times to visit classrooms to expand our reach among the university (prominently during first 1-2 weeks of academic year prior to Society opener)
- **MUST** be comfortable with, and will be expected to conduct public speaking
- **Actively** monitoring social media accounts on a day-to-day basis

**Technical skills:**

- Google drive
- Mailchimp (not necessary, but recommended)
- Social media platforms: Facebook, Instagram, LinkedIn
- Basic features of Microsoft Office

This position is open to all Saint Mary's University students with any background and major. This opportunity is ideal for a hard working, self-motivated student who values the importance of teamwork and can demonstrate excellent communication & organizational skills. Past experience of working in student groups and societies will be an asset.

Please send applications including a brief resume and a concise Cover Letter to [Commercesociety.smu@gmail.com](mailto:Commercesociety.smu@gmail.com) no later than Sunday, March 24<sup>th</sup> at 5:00pm. Monday, March 25<sup>th</sup>, at our general meeting at 5:30pm (LA 276), applicants are required to do a 1-2 minute speech for our election.

If you have any questions for the position, please email us at [Commercesociety.smu@gmail.com](mailto:Commercesociety.smu@gmail.com)