



**Sobey School
of Business**

Saint Mary's University

COMMERCE SOCIETY

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.

Position: Communications Director
Term: 2022 - 2023
Estimated Hours per Week: 2 - 5

ROLE PROFILE: The Communications Director focuses on building relationships with our members and other contacts through regular communication. This candidate will be responsible for creating a weekly newsletter that will be sent out to a contact list of approximately 800 people. This candidate will also work with the President and Vice President concerning any incoming and outgoing general emails. The Communications Director may also be responsible for connecting with external sources such as sponsors, faculty or other universities. Overall, the Communications Director ensures that our members are receiving clear and consistent information regarding upcoming events, meetings, and opportunities.

Duties may include but are not limited to:

- Sending weekly emails to our members via Mailchimp
- Monitoring the society email, and forwarding messages to the appropriate person
- Reporting issues, questions and concerns to the president
- Assisting in executing and attending Commerce Society events
- Directly aiding in the planning and organization of at least one society event
- Reaching out to external contacts when necessary
- Aiding in distributing poster advertisements around campus.

Competencies (Experience is an asset but not required):

- Gmail, Mailchimp, Outlook and Google Drive, Trello
- Excellent communication skills, especially written skills

This position is open to all Saint Mary's University students with any background and major. This opportunity is ideal for a hardworking, 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.

To apply for this position please fill out this google form <https://forms.gle/RFADRUD1V65dCkAq8> ensuring to attach a brief resume and cover letter in your application. Applications close Friday April 20, at 11:59pm, late submissions will not be considered. If you have any questions about the position, please email us at Commercesociety.smu@gmail.com