

Marketing & Communications Assistant – Summer Student Position

Summary of the unit

The mission of the Faculty of Kinesiology and Recreation Management (FKRM) is through the study and practice of human movement, sport, and leisure, we build healthy communities. Operationally, FKRM is referred to as an integrated faculty because its mandate extends beyond the delivery of academic mandate to encompass sport and recreation programs. Resource management for all activities is centralized through the Dean's Office.

FKRM supports four main pillars:

1. Undergraduate and Graduate Programs
2. Research activities of FKRM's academic
3. University of Manitoba's participation in Canadian Interuniversity Sport through Bison Sports
4. Physical recreation, sport programs and facilities management

Summary of the position

The marketing and communications assistant student position provides support to the faculty's centralized marketing and communications team. The position assists with a variety of daily communications and marketing tasks, as well as event planning and special projects. This position is funded in part by the Canada Summer Job Grant program. Applicants must meet eligibility requirements for the program.

Key responsibilities and duties

- Assist with email marketing and communication, including collecting content, drafting and scheduling weekly memos to staff and students in the faculty.
- Assist with content creation for social media for a number of units within the faculty, including capturing photo and video.
- Assist with graphic design project, which may include creating graphics for use on various social media platforms, posters, and other formats including large format print.
- Assist with event planning and execution across the faculty's units, as well as liaising with cross-campus partners.
- Other duties and special projects as assigned.

Qualifications

- Currently enrolled in a post-secondary program focusing on marketing management, creative communication, or public relations.
- Completion of two years of post-secondary education.
- Strong writing and editorial skills with an ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials,
- Strong communication and interpersonal skills.
- Previous experience working in an office is an asset.
- Previous experience working in a sports and recreation environment is preferred.
- Outstanding attention to detail with superior time and project management skills.

Eligibility requirements

Applicants must meet eligibility requirements outlined in the Canada Summer Jobs program, including

- Under 30 years of age at the beginning of the employment period*
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment** and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

* The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

**International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.

[More information on the eligibility requirements of the Canada Summer Jobs program.](#)

Wage & Term

- \$16.55 per hour, plus 6% vacation pay.
- 35 hours per week during June, July and August. Monday through Friday 8:30 am – 4:30 pm.
- Potential for part-time work during the school year.

Application deadline

Please email a cover letter, resume, writing sample and/or portfolio to miriam.betzner@umanitoba.ca by April 13, 2025, at 11:59 p.m.