

PR Coordinator

Job Description:

As a PR Coordinator, you will be working closely with the Social Media Specialist to develop and execute a marketing plan. You will be responsible for coordinating all outreach outside of social media. This includes outreach to UofT departments as well as Toronto media outlets.

Essential Duties and Responsibilities:

- Developing a marketing strategy by studying community online data that will enhance TEDxUofT's image and position within the university's community;
- Assist the Social Media Specialist in their work to optimize reach and engagement, and direct programs to improve social media reputation and recognition;
- Undertake continuous analysis of marketing reach via available data;
- Build and maintain a media list;
- Attend and participate in weekly team meetings.

Qualifications:

- Excellent time management skills;
- Creative and data driven;
- Deadline oriented;
- Productive, fast and detail-oriented;
- Excellent teamwork & leadership skills; and
- Love of the internet.

How to apply:

Please fill out the **TEDxUofT hiring form** [here](#) and email your cover letter and résumé to applications@tedxuoft.com by **June 16th, 2018 at 11:59 PM**. Indicate the role you are applying for in the subject field.