

Job Title: Project Coordinator

Job Location: Around Campus Area

Company Background...

Let's Be FRIENDS...

Grad Media was founded in 1995 at the University of Western Ontario! A group of savvy UWO students came together to benefit their fellow peers with no-cost promotional giveaways and publications. Along the way they realized that both the student body & national/local organizations could become great partners!

The Grad Media team is powered by a great team of people including students and graduates who live and breathe the collegiate lifestyle. We've earned a Masters degree in connecting clients to their target audiences.

We are looking for...

Active students or recent grads with strong communication skills & who are able to communicate the collegiate experience. Seeking Students who are responsible, confident, goal oriented, socially outgoing, hard working, and interested in advertising/media and communications.

Project Coordinator: Job / Internship Duties...

- Help us with the coordination of our local campus media campaigns and learn all about advertising, media, promo events, and digital marketing.
- We are looking for students or alumni that have some availability during business days, evenings and, or weekends.
- The position will entail the Coordinator being our local liaison for our clients.
- We have various small and large projects that require a lively student or graduate for assistance with some small logistics. Our immediate project involves delivering samples of our no-cost Dry Erase Planners to around 10-15 of our local clients/advertisers. They need to receive a few copies and a friendly update on circulation. In addition, we need assistance passing out a few boxes of our Dry Erase Planner boards to popular student outlets and organizations. Pictorial reports and updates are required at the end of each project.
- Administrative duties include the following: providing daily reports, account management, and customer follow-up and service.
- We provide full training and ensure our Coordinator is learning about all areas of account management, campaign development and the world of media and advertising.

Compensation: Compensation: \$250 contract/1 day projects (can be divided up part time over a week and woven into student's schedule) \$20/hour – approx 10 hours per project. We have many different projects varying in size for our Project Coordinator every month. Gain hands on experience in the media and advertising world.

Applicant Requirements:

- Enrolled in University or college, or recently graduated.
- Strong command of English language.

- Access to telephone and email.
- Access to a vehicle is a major tool, but not required.

HOW TO APPLY?

E-mail resume & Availability this summer (pt or ft - details): **hr@gradmedia.org**
FOR MORE INFO WE PREFER YOU EMAIL US, but you can also call: 1-800-531-2494

HIRING ASAP - Part time, full time or temporary projects. - Paid Contracts

Help us with the coordination of our local BC campus media campaigns and learn all about advertising, media, promo events, and digital marketing.

Job Deets:

The position will entail the Coordinator being our local liaison for our Vancouver based clients.

We have various small and large media projects that require a lively student or graduate for assistance with some small logistics. Our immediate project starting January involves delivering a few copies of our annual no-cost Dry Erase Planners to twelve of our local business clients/advertisers. They need to receive a few copies and a friendly update on circulation from our coordinator. In addition, we need assistance passing out a few boxes of our Dry Erase Planner boards to popular student outlets like dorms, student organizations, Library, gym etc, etc. Pictorial reports and updates are required at the end of each project.

Compensation: \$300 contract/10-15 hour projects (can be divided up part time over a week and woven into student's schedule) \$20/hour – aprox 10 hours per project. We have many different projects varying in size for our Project Coordinator every month.

Gain hands on experience in the media and advertising world.

Email us a resume and some good times for a potential phone chat.

Email: hr@gradmedia.org