



Summer Research Internship

Think for Actions and Werklund School of Education, University of Calgary
Funded by Canada Summer Job 2017

Summer Publication Manager

Job Title:	Summer Publication Manager	Job Category:	Program Publication
Department/Group:	Publication	Job Code/ Req#:	TFAPuM
Location:	Education Block Tower, Room 291 Werklund School of Education, University of Calgary 2750 University Way NW	Travel Required:	Within the city
Level/Salary Range:	Volunteer Position	Position Type:	[i.e.: full-time, part-time, job share, contract, intern]
Supervisor Contact:	Dr. Mukarram Zaidi	Date posted:	May 1, 2017
Will Train Applicant(s):	Yes	Posting Expires:	Until filled
External posting URL:	www.thinkforactions.com		
Applications Accepted By:			
<p>E-MAIL: summer.research@thinkforactions.com Subject Line: Resume for [TFA- Summer Job] Publication Manager Attention: Project Lead - Dr. Mukarram Zaidi and Dr. Shirley Steinberg</p>			
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>To create the information graphics for the program and ensure professional social media presence. The Publication manager is expected to produce marketing material throughout the program. To successfully fulfill this role, the candidate will be expected to:</p> <ul style="list-style-type: none"> • Attend weekly meetings with the project lead and give feedback and timeline on publication submissions • Create timeline for submissions with project lead • Seek the support and direction of the Coordinator of the programs • Coordinate with the Support Managers to ensure <ul style="list-style-type: none"> • Graphic Design: You have high quality and approved material to advertise through communications • Social Media: Ensuring social media outreach targets are being met 			

- Accounting: To ensure your program funding needs are met, also to ensure all expenses are properly recorded
- Coordinating with Researchers: Ensuring data and promotional material are being recorded, documented and transferred.

QUALIFICATIONS AND COMMITMENT REQUIREMENTS

Our number one priority in identifying candidates as managers is intention. Intention drives motivation. We are looking for individuals who are highly motivated, passionate about the future of our youth, and able to make a firm commitment to accept responsibility to implement this program across the city.

A The Publication manager should be studying mass communications or journalism. Excellence in academics is required. Prior experience in the field, publishing material and social media experience is essential.

The commitment to this program includes a weekly meeting with the Coordinator to determine what publications are required for the week as well as social media outreach targets.

PREFERRED SKILLS

The ideal candidate for this position will have experience with publishing materials and social media presence. The candidate should also have experience working in a team environment. The candidate should also have a basic understanding of Islam, creed, relative to the program he/she is running.

ADDITIONAL NOTES

For Office Use Only

Offered By:	Click here to enter text.	Date:	Click here to enter a date.
Accepted By:	Click here to enter text.	Date:	Click here to enter a date.
Approved By:	Click here to enter text.	Date/Time:	Click here to enter text.