



CJSW RADIO

ON AIR 90.9 FM - ON DEMAND CJSW.COM

Room 312 MacEwan Hall, University of Calgary
2500 University Dr. NW Calgary, AB T2N 1N4
tel: (403) 220-3902 web: www.cjsw.com

CSJ 2021 - Digital Media Coordinator

CJSW 90.9 FM is a successful recipient for funding from the 2021 Canada Summer Jobs program. As a successful recipient for funding, CJSW will hire seven positions over the course of this year's eligibility period.

These positions are limited to Canadian citizens between the ages of 18 and 30.

We are seeking an enthusiastic and experienced team player to fill the position of Digital Media Coordinator. The Digital Media Coordinator creates assets including posters, print ads, brochures, and other material as required. The successful candidate will work closely with all CJSW staff and will be reporting to the Marketing & Development Director and Station Manager.

Term: 9 weeks at 30 hours per week. Applications will be accepted from May 13th, 2021 to 12pm on May 21st, 2021 with work ideally commencing on the week of June 1st, 2021.

Tasks and Responsibilities

- Design marketing collateral for CJSW, including print and web assets.
- Provide support in producing and editing video content.
- Developing processes for video capture and post-production.
- Other duties as required.

Required Skills

- A passion for the arts, and an eagerness to develop your skills.
- A general understanding of CJSW and its activities.
- Knowledge and understanding of social media channels and scheduling tools, and email marketing software is considered an asset.
- Knowledge of Adobe Creative, or another creative editing software is considered an asset.
- Experience and comfort with photography and videography is considered an asset.
- Exceptional verbal and written skills.
- Ability to work at a high level, both independently and in a team environment.

Please submit your cover letter and resume via email to manager@cjsw.com on or before 12:00pm on Friday, May 21st.

CJSW is an equal opportunity employer. Everyone is thanked for applying; however, only those selected for an interview will be contacted. CJSW 90.9FM broadcasts from Calgary, Alberta, Canada on Treaty 7 Territory of the Blackfoot Confederacy, which includes the Siksika, the Piikani, and the Kainai. Treaty 7 is also home to the Tsuut'ina, the Stoney Nakoda and Métis Nation of Alberta (Region III).





CJSW RADIO

ON AIR 90.9 FM - ON DEMAND CJSW.COM

Room 312 MacEwan Hall, University of Calgary
2500 University Dr. NW Calgary, AB T2N 1N4
tel: (403) 220-3902 web: www.cjsw.com

