



**Position:** Campus Promotions Coordinator

**Location:** Montreal, Quebec

**Description:**

CJLO is a Campus/Community radio station based out of Concordia University's Loyola campus in NDG. CJLO belongs to the not-for-profit Concordia Student Broadcasting Corporation (CSBC), and represents Concordia University and its community. CJLO has been broadcasting on the Internet for several years and in 2008 began broadcasting on 1690 AM throughout the Montreal area with 1000 watts of power. Currently running with a staff of over 80 volunteers and broadcasting a wide variety of musical and talk content, CJLO and is an organization looking to take the next step in representing its community as a viable Montreal broadcaster.

**Responsibilities:**

- Be a spokesperson for CJLO on campus and ensure the growth and representation of the CJLO brand;
- Develop visibility campaigns and on-campus promotional events and work with the Volunteer Coordinator to build an on-campus “street team”;
- Coordinate and execute cross-promotional activities and DJ service requests by on campus groups and organizations while liaising with the Promotion Director for planning, coordination and execution of on campus give-aways and live broadcasts;
- Book on-campus tabling and submit staffing requests to Volunteer Coordinator;
- Act as a key organizer for the Orientation period alongside the Campus Outreach Coordinator, Promotion Director and Volunteer Coordinator to plan and execute all Orientation activities and ensure a strong visibility and presence of CJLO on campus in the first weeks of the academic year: staff events, coordinate DJ schedules, equipment management and transportation. (Potential for Honorarium based on performance for Orientation period).
- Attending CJLO Executive meetings & events.

**Requirements:**

- Impeccable interpersonal, organizational and communication skills;
- Excellent team building and team leadership skills;
- The ability to work in a communal volunteer environment;
- Regular access to the internet;
- A tenacious attitude and strong attention to detail
- Must be able to volunteer a minimum of 6-10 hours per week.

**Assets:**

- Promotional experience;
- Bilingual English and French spoken & written;
- Experience in event planning.

**Remuneration:** Possibility for stipend assuming excellent performance.

Candidates should send a CV and letter of intent to the attention of Station Manager at [manager@cjlo.com](mailto:manager@cjlo.com).