

ONTARIO COOPERATIVE EDUCATION ASSOCIATION
L'ASSOCIATION POUR L'ÉDUCATION COOPÉRATIVE DE L'ONTARIO



OCEA COMMUNICATIONS OFFICER

TERM OF OFFICE: 2-Years

DUTIES:

- 1) Maintaining OCEA's active social media accounts (especially Twitter), including news articles, blog posts, press releases.
- 2) Soliciting sponsorships and exhibitors for our yearly Fall Symposium and annual Spring Conference.
- 3) Liaison with OCEA website provider.
- 4) Soliciting articles from OCEA Provincial Reps and OCEA members for the OCEA *Capturing the Student Voice / OCEA e-News* and other communications of that type.
- 5) Solicit organizations to be OCEA yearly Award Sponsor(s) at our annual OCEA Spring Conference.
- 6) Assist with promotions i.e., poster contest, events, awards, nominations, etc.
- 7) Developing Twitter hashtags.
- 8) Attend all Board meetings either electronically or in person.
- 9) Attend the yearly Fall Symposium and annual Spring Conference.

REQUIREMENTS:

- 1) Full interest in “OCEA’s Mission Statement” and a desire to support and increase membership with OCEA.
- 2) Excellent communications skills (both written and oral).
- 3) Proficient in Microsoft Office and a solid background in electronic communication tools.
- 4) Knowledge of social media.
- 5) Enthusiasm and creativity.
- 6) Strong team player.
- 7) Bilingualism is an asset but not mandatory.