



Philosophy • History • Politics

TRU PHP Conference Committee

Apply via our website: tru.ca/phpconf
tru.phpconference@gmail.com

Position: Head of Promotions (Internal Promotions)	Position Open To: All TRU Undergraduate Students
Application Period: Feb. 8th - Apr 1st, 2022	Location: TRU, Kamloops
Position Term: April 15th, 2022 to Feb. 20th, 2023	Job Status: Executive Committee Volunteer

Job Description:

The PHP Conference Committee is seeking an enthusiastic individual to fill the role of Promotions Coordinator in the 2022/2023 school year. This position has formerly been called Internal Promotions, as this person will be responsible for all fundraiser and conference promotions within TRU/Kamloops (this contrasts with External Promotions, which promotes the conference to other universities). He/she/they will be able to manage several different marketing channels at once, and will report to the conference's Chair. This person must be an undergraduate student at TRU for the entire duration of the conference planning process (2022/23 school year).

Key Responsibilities:

- Promoting the conference and its fundraisers around TRU and Kamloops
- Manage Facebook and Instagram accounts
- Manage Mailchimp newsletter (currently distributed monthly)
- Distributing posters and other marketing materials around campus (and recruiting committee help if needed)
- Organizing and recruiting other committee members to run promotional tables (not allowed during COVID)
- Organizing other committee members to assist in presenting to classes on fundraisers & the conference
- Brainstorming, researching & implementing ideas for local promotion

Skills & Abilities:

- Good organizational skills
- Good communication skills/able to work in a team
- Basic marketing skills
- Knowledge of how to use social media

Additional Assets:

- Has participated in the planning of a prior PHP Conference
- Has taken at least 2 courses in Philosophy, History and/or Politics
- Experience in marketing events
- Experience using Mailchimp