**CALL FOR SOCIAL MEDIA & WEB COORDINATOR (NON-CREDIT POSITION)**

The Windsor Review of Legal and Social Issues (“the Review”) is now accepting applications for a **Social Media & Web Coordinator** for the 2021–22 academic year.

The **Social Media & Web Coordinator** role is a **non-credit** position. The **Social Media & Web Coordinator** is primarily responsible for helping manage the Review’s social media and website. The role includes the following responsibilities:

**Review promotion and marketing**

* Advertise the Annual Conference through the Review’s social media and website
* Engage with the Review’s social media followers throughout the year
* Actively engage the Review’s social media throughout the Annual Conference

**Web logistics**

* Ensure the Review’s website stays up to date
* Assist in transferring information from the Review’s website to a new platform

**An ideal candidate will demonstrate:**

* Commitment to the founding principles of the Review and passion for legal scholarship
* Excellent attention to detail
* Strong problem-solving abilities
* Proactive approach to workload
* Strong organizational skills
* Preferred but not mandatory: Experience with designing posters, schedules, and other materials; some familiarity with WordPress website management

**Submission Process:** To apply, please submit a brief cover letter explaining your qualifications and interest in this role and a resume. Combine your application into a single PDF and submit to **Jacob Benson (Business Manager)** at: wrlsibusiness@uwindsor.ca. Please also direct any inquiries about the role or application process to this email.

The application deadlineis **Friday October 27th, 2021 by 5 p.m.**