

Her Campus at Carleton Roles: Fall 2023-24

All newly-elected executives will receive training on how to perform their position. **Successful applicants will be required to complete a short interview during the week of August 21st - 27th and a short election to allow for member voting.** All interested current Carleton students [are welcome to apply for a position here](#). All Her Campus members in good standing (i.e. having written at least 1 article for us or have attended at least 1 event) are eligible to vote in the election. **Applications for the executive team will close on Sunday August 20th at 11:59pm.**

A Zoom link will be provided to you via email for your interview and on voting day if you've submitted your name for consideration.

Applicants are able to go for a maximum of 3 positions

The Interview

Please come prepared to speak about relevant skills and experiences as well as ideas for the school year related to your chosen position(s) during your short interview. Applicants will be interviewed by a hiring committee composed of members and executives to generate a shortlist for elections.

The Election

Applicant profiles (based on their applications and interviews) will be presented to the general membership on election day by a hiring committee representative. Members will then vote for their preferred applicant.

If you don't get the position you want, you can continue to run for a different position on the same day as well!

There are 5 positions currently available on the Her Campus at Carleton executive board.

All positions:

- Attend regular meetings
- Attend monthly events
- Be familiar with Her Campus's goals and policies
- Be in regular communication with the presidents
- Adhere to all editorial policies
- Submit monthly articles
- Other duties as required

Social Media Team Member (1):

- Update and keep social media up to date
- Post a minimum of three times per week on all platforms (Twitter, Instagram and Facebook)
- Promote upcoming events
- Reply to messages on all three platforms and engage with followers in post comments.
- Posts during and after the events (could include live streaming events, taking pictures and videos during the event...)
- Keep up with current social media trends and create posts that align with these trends
- Monitor social media engagement (followers, views, likes, etc)
- Promote articles from the HC site on social media

Marketing Director (1):

- Write the Her Campus at Carleton newsletter

- Monitor newsletter engagement
- Facilitate Her Campus executives going to first and second year communications, journalism and English classes to give short presentations about joining Her Campus
- Assist with CUSA club descriptions/promotions
- Create Canva graphics for events in coordination with the social media team
- Lead recruitment efforts and events on campus
- Lead monthly challenge efforts from Headquarters
- Assist with Carleton Expo presentation/booth

Events Team Members (1-2):

- Help prepare materials for Carleton club expo
- Plan events in accordance with yearly goals set by the Her Campus at Carleton's executive team and Headquarters vision.
- Work to plan events to create a community for Her Campus contributors and increase brand recognition on campus.
- Work with the Marketing Director and the Social Media Director to promote upcoming events using social and other marketing material (posters, brochures, programs)
- Communicate and partner with clubs on campus to increase engagement at events
- Communicate with potential venues and sponsors
- Work alongside finance director to ensure financial feasibility of events
- Delegate responsibilities to executive team for planning and executing events
- Report to Presidents on planning progress

Equity, Diversity and Inclusion Director (1):

- Provide input into the editorial process to ensure that articles are equitable and inclusive of different communities and perspectives
- Help plan events with an inclusive lens of accessibility and engagement with different community groups on campus
- Identify and compile campus resources for learning about equity, diversity and inclusion for Her Campus chapter members
- Strategize partnerships with community groups on campus, as well as students from different backgrounds, faculties and knowledge
- Lead organization of EDI theme week, guest speakers, events, etc.

Secretary (1):

- Book rooms on campus for event spaces
- Book/arrange catering for events
- Help prepare materials for Carleton club expo
- Fill out forms (i.e. risk assessment forms, mural applications, CUSA forms, etc.)
- Take meeting minutes
- Take attendance at exec meetings
- Create executive summaries for meetings
- Work with Finance director and events team to create budget for events
- Other duties as required