

Job Posting: Program Coordinator

The Carillon Newspaper Inc.

Room 227, Riddell Centre at the University of Regina



About Carillon

The Carillon Newspaper at the University of Regina is an independent, student-run and student-funded publication that has been serving the university community since 1962. It prides itself on being the voice of the students, providing a platform for diverse perspectives and opinions. Covering a broad spectrum of topics including campus news, features, arts and culture, sports, and opinion pieces, the Carillon aims to inform, entertain, and provoke thought among its readership. Run by a Board of Directors and a group of staff, the newspaper is dedicated to upholding the principles of journalism while offering hands-on experience to aspiring writers, editors, photographers, and designers. It serves as a training ground for students interested in pursuing careers in media and communications.

The position

Reporting to the Executive Director, the Program Coordinator will support the delivery of an intergenerational mentorship program connecting senior journalists (ages 55+) with journalism students and editorial staff of The Carillon.

The Coordinator will be responsible for organizing program activities, supporting mentor-mentee relationships, and ensuring the smooth implementation of workshops, mentorship sessions, and collaborative publishing initiatives. This role requires strong organizational skills, communication, and the ability to work collaboratively with both seniors and students.

Responsibilities

Program Coordination & Implementation (Approximately 50%)

- Coordinate the day-to-day operations of the mentorship program (May–December 2026).
- Support recruitment and onboarding of senior mentors and student participants.
- Organize and schedule mentorship sessions, workshops, and meetings.
- Maintain regular communication with participants to ensure engagement and participation.

Workshops & Events Support (Approximately 25%)

- Assist in planning and delivering monthly workshops (e.g., journalism ethics, storytelling, editing).
- Coordinate logistics such as space booking, materials, and accessibility needs.
- Support the organization of a public panel and special publication initiatives.

Admin & Mentorship Support (Approximately 25%)

- Facilitate collaboration between senior mentors and student contributors.
- Support the co-creation of articles, opinion pieces, and multimedia content.

The Carillon Newspaper Inc.

Job Posting: Program Coordinator

The Carillon Newspaper Inc.

Room 227, Riddell Centre at the University of Regina



- Assist in coordinating content for special issues of The Carillon.
- Perform other related duties as assigned by the Editor-in-Chief and Executive Director.

What we are looking for

- A combination of education and/or experience in journalism, communications, **community development**, or a related field.
- Strong organizational and coordination skills.
- Excellent interpersonal and communication skills, especially working with diverse age groups.
- Ability to manage timelines and multiple tasks independently.
- Interest in mentorship, community engagement, and intergenerational programming.

Demonstrated skills and/or experience with

- Experience coordinating events, programs, or community initiatives.
- Strong time management and attention to detail.
- Ability to work collaboratively in a team environment.
- Familiarity with journalism or editorial environments is an asset.
- Basic administrative and digital communication skills.

The selected candidate must be a registered student at the University of Regina or any of its affiliated colleges and must be able to legally work in Canada.

Contract Period This is a contractual part-time position, starting on **May 1st, 2026** and ending **Dec 15th, 2026**. The employment will automatically terminate on **Dec 15th, 2026** unless renewed in writing by both parties.

Hours of Work The position is part-time, requiring up to **8 hours** per week. The exact hours per week may vary depending on the publication schedule and operational needs. The total number of hours for this position is 230 hours.

Remuneration The Employee will be paid **\$18** per hour on a semi-monthly basis according to the Employer's regular payroll schedule. This position comes with 1 week of paid vacation and three days of sick/personal paid leave.

The Carillon Newspaper Inc.

Job Posting: Program Coordinator

The Carillon Newspaper Inc.

Room 227, Riddell Centre at the University of Regina



Reports to **Executive Director**

Deadline to Apply **Monday, April 6th at 4:00 pm**

To Apply Submit a resume (with a contact list of at least two professional references) and a cover letter to the **HR@carillonregina.com**. Should you choose to submit your application in another format such as video recording, please contact us prior to your submission.

Equity statement

Carillon actively encourages and prioritizes applications from people who self-identify as being part of groups, communities, or having identities that experience barriers to equity. Self-identified equity-seeking candidates who meet the core skill and ability requirements for this position will be prioritized for hiring.

Hiring process and timeline

After the application deadline, the Executive Director will review all applications and create a shortlist of candidates using a comprehensive and equity focused hiring matrix. All candidates will be notified if they have been accepted to the shortlist or not, with the opportunity to ask for additional details upon request. Shortlisted candidates will be invited to the interview process, with the ability to request alternative interview methods if accommodations are needed. After interviews and any reference checks are completed, the Executive Director will make a decision and the successful candidate will be notified immediately and offered the position, and other interviewed candidates will be notified of the decision.