About the Organization

UBC Geering Up Engineering Outreach is a non-profit, student-run organization dedicated to promoting science, engineering and technology (STEM) to the children and youth of British Columbia through fun, innovative and hands-on experiments and projects. Geering Up also strives to reach all children and youth, regardless of gender, ethnicity, culture, or socio-economic status. Over the past 20 years, we have reached over 150,000 youth.

More information about Geering Up is available at www.geeringup.ca

Job Summary

Under the guidance of the Coordinators, the Graphics Content Creator is required to:

1. Create Promotional Material
   a. Edit the website when changes are needed
   b. Create media releases
   c. Produce posters, apparel designs, letterhead, and other graphics as required
2. Perform other duties, as requested by the Coordinators

The Graphics Content Creator leads the face of Geering Up. They oversee the website, graphic design, media releases, and public relations. The Graphics Content Creator should seek out opportunities for Geering Up to grow whenever possible. The Graphics Content Creator will look for opportunities to publicize our programs, including purchasing ad-space in newspapers, ordering apparel and printing posters.

The Graphics Content Creator is charged with attracting participants, staff members, and volunteers to the Geering Up programs. They will work alongside the other Student Assistants and the Faculty of Applied Science’s communications teams to publicize Geering Up.
The Graphics Content Creator may assist the Web Developer with website changes and updates so that www.geeringup.ca is up to date and accurate. This requires extreme attention to detail. Our website is hosted through UBC servers on a Wordpress platform: coding experience is not required.

The Graphics Content Creator will produce posters, designs for apparel, letterhead, and other graphics upon request. These materials will be in line with Geering Up branding procedures, include the Geering Up logo, and will represent Geering Up in a positive light. These graphics may include adapting photos from our previous programs.

The Graphics Content Creator is expected to interact with parents/guardians and other members of the UBC community in a professional manner. Whenever wearing Geering Up apparel (ex. staff shirt), the Graphics Content Creator is representing Geering Up and is expected to act accordingly.

The Graphics Content Creator will complete reporting associated with their work at the end of their term. This will include sharing editable files for graphics, templates used for letterhead, notes on their vision for the website, and access to the social media accounts.

The Content Creator’s tasks are of medium complexity, with the expectation that they will be able to create effective promotional materials within a timely manner.

Qualifications

1. Clear writing and graphic design skills are an absolute necessity. The Graphics Content Creator should be proficient in creating designs with programs similar to Photoshop, Illustrator or InDesign.
2. Photography experience is an asset. Experience running social media accounts is an asset.
3. The Graphics Content Creator must be a current UBC student. Educational or work related graphic design or communications backgrounds are highly valued.
4. A candidate who is a great fit for this position will be flexible, collaborative, and highly organized. They should be a confident communicator and excellent listener: they will need to seek out information from our other comms team members.
5. The Graphics Content Creator should have a good eye for design.
6. It is important to have excellent time management skills in order to balance this job alongside other commitments.
7. The Graphics Content Creator should have proven problem solving and organizational skills, be capable of multitasking, and be comfortable in a self-directed work environment.
8. All Geering Up staff must have a Criminal Record Check on file before they may work with children.

Term of Appointment
This position is part time September 6, 2022 through to April 30, 2023.

Remuneration
10 hours per week. The wage for this position is $16.86/hr - $18.05/hr based on the applicant’s time worked with Geering Up.
How to Apply

Application forms can be found on our website, [https://www.geeringup.apsc.ubc.ca/staff/](https://www.geeringup.apsc.ubc.ca/staff/) You must apply via this form. The application form will request you to attach your cover letter and resume on the last page. Applications sent via email or via careers online will not be accepted. The deadline for applications is **July 24th, 2022**.