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

The Web Developer contributes to the various websites at Geering Up. They work on the updating, editing, and management of Geering Up’s web presence. The Web Developer should seek out opportunities for Geering Up’s website to be improved whenever possible.

Under the guidance of the coordinators, the Web Development Student Assistant is required to:

1. Edit and update the website when changes are needed
   a. Review and update outdated information on the website
   b. Ensuring consistency in page formatting and flow
2. Assist in website development strategy, targeting key aspects such as
   a. UX/UI
   b. SEO
   c. Web Data Tracking and Processing
   d. General structure and organization
3. Produce graphics as required for the website
4. Perform other duties, as requested by the coordinators
Qualifications

- Website development skills are a necessity. Experience with website design with Wordpress is an asset; HTML/CSS/Javascript experience is needed in order to create new templates, pages, and structure for the Geering Up website.
- Experience with graphic design, UX/UI design and photography is an asset.
- Working with children, particularly in an environment similar to Geering Up is an asset. Examples of this could include community centres, day camps, overnight camps, or daycares. Volunteer experience with Geering Up, or another Actua camp is an asset.
- The Web Developer must be a current UBC student. A background in a STEM program is preferred, although management, graphic design or communications backgrounds will also be considered. We accept students of any year standing - undergraduate, or graduate.
- 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 Student Assistants.
- It is important to have excellent time management skills in order to balance this job alongside other commitments.
- The Web Developer should have proven organization and problem solving skills, be capable of multitasking, and be comfortable in a self-directed work environment.
- 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 from **September 6th, 2022 through to April 30, 2023**.

Remuneration
10 hours per week. The wage for this position is **$18.40/hr - $20.00/hr** based on the applicant’s time worked with Geering Up.

How to Apply
Please complete and submit the following items to Geering Up:
Application forms can be found on our website, [www.geeringup.apsc.ubc.ca/staff/](http://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 @ 11:59 PM PST.**