UBC Geering Up
Engineering Outreach

# Communications Student Assistant
## Job Description

### How to Apply
Please complete and submit the following items to Geering Up: www.geeringup.apsc.ubc.ca/staff/

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 on the website.

### Terms of Appointment
Part-time **May 1, 2023 through to September 1, 2023**. Part time hours will approximately take place Monday to Friday from 8:30am to 4:30pm, with some flexibility.

### Renumeration
$19.25-20.40 per hour at 15 hours/week. To be paid out according to the calendar set by UBC payroll.

### What would you learn?

- Science communication and teaching experience; teaching hours with Geering Up can typically be accepted by Education programs to fulfill admissions requirements.
- Access to a national network of STEM outreach organizations. Learn more about the Actua network here
- Training on topics such as classroom management, working with youth with exceptionalities, utilizing educational technology
- Equity, Diversity, and Inclusion training
- Leadership & program development opportunities for returning staff members

### What is Geering Up?

UBC Geering Up Engineering Outreach is a non-profit organization dedicated to engaging the children and youth of British Columbia in STEM (Science, Technology, Engineering and Math) through fun, innovative, and hands-on experiments and projects. We recognize that there are systemic barriers that prevent many people from pursuing careers in STEM. Thus, Geering Up 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 through summer camps, in-school workshops, community outreach trips, clubs, and more.

More information about Geering Up and our programs is available here.

### What skills are we looking for?

- Strong written and visual communication skills
- Experience with graphic design with programs similar to Photoshop, Illustrator, or InDesign
- Experience with video production and storytelling is highly preferred
- Photography experience is an asset and experience running social media accounts is an asset
- Planning, project management, organizational, multi-tasking, and self-directed work skills
- Excellent communication and interpersonal skills
- Comfortable in a self-directed work environment
- Experience with website design in Wordpress is an asset
- Experience with grant writing and applications an asset
- Special consideration given to those who have worked in a non-profit or summer camp environment in the past
- All Geering Up Staff must have a Criminal Record Check on file before they can begin work

### What would you do in this role?

- Lead the creation of Promotional Material for Geering Up including:
  - Media Releases
  - Produce posters, apparel designs, letterhead, and other graphics as required
- Assist in the delegation of internal communication requests while managing workflow for part time staff members.
- Organize/Create Promotional Materials for Social Media
- Ensure Geering Up's Social Media channels are up to date and regularly posting content
- Geering Up has two Facebook pages (Geering Up and Geering Up Kelowna), a Twitter account, two YouTube channels, a podcast and an Instagram page
- Provide leadership and support to part time communications team members tasked with specific roles involving social media, video production and graphic design
- Assist in the development of Geering Up's communication strategy. Look for new opportunities to grow the Geering Up brand and support current initiatives.
- Perform other duties, as requested by the Admin team