Communications Student Assistant
Job Description

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
- Organized, able to balance projects, and able to work in a self-directed work skills
- Excellent communication and interpersonal skills
- Experience in leadership roles and project management & planning
- Experience in the following are strong assets: graphic design with programs similar to Photoshop, Illustrator, or InDesign; video production; storytelling and writing; social media coordination and content production; WordPress.
- Experience in the following will be considered: photography and videography; web design.
- 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.

We encourage candidates to apply even if they meet only some of the skills criteria listed above.

What would you do in this role?

- Attend mandatory training sessions
- Coordinate and oversee work requests handled by the Geering Up Communications team
  - Assist in the delegation of internal communication requests while managing workflow for part-time staff members.
- Organize/Create Promotional Materials for Social Media
- Work with the Communications & Marketing Coordinator to support Communications team members on projects involving social media, web development and website maintenance, 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 Communications & Marketing Coordinator

Terms of Appointment

Part-time September 4th, 2023 through to April 26th, 2024. Part time hours will approximately take place Monday to Friday from 8:30am to 4:30pm, with some flexibility.

Remuneration

$20.55 - $21.14 per hour at 10 hours/week. To be paid out according to the calendar set by UBC payroll.

Why join Geering Up?

- 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

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.