Events Student Assistant
Job Description

What is Geering Up?

UBC Geering Up Engineering Outreach is a team within UBC Applied Science 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.

Why join Geering Up?

- Project management and Event design experience for small and large scale events
- Opportunities to create equitable learning spaces for youth by checking for Equity, Inclusion and Diversity principles in event design and delivery
- First Aid & CPR certification (unless currently certified)
- Leadership & program development opportunities for returning staff members
- Access to a national network of STEM outreach organizations. Learn more about the Actua network here
- Hybrid work environment that allows for two WFH days a week

What skills are we looking for?

- Current UBC student with a passion for creating learning spaces for youth
- Experience designing and running small to large scale events
- Experience teaching science and engineering to youth is an asset
- Prior experience with Geering Up is an asset
- Special consideration given to those with formal training in special education and/or disability theory for building inclusive events
- Strong communication and interpersonal skills
- Adaptive and collaborative as integrating feedback into daily workflow is a must
- Exceptional organizational skills for coordinating multiple events simultaneously
- All Geering Up Staff must have a Criminal Record Check on file before they may work with children.

What would you do in this role?

- Plan all logistical aspects of Geering Up's STEM outreach events
- Liaise with external stakeholder including event partners, parents and vendors
- Plan training for Events Instructors and high school volunteers
- Responsible for event Curriculum Developer, Instructors and Volunteer's including holding weekly check-ins and delegating tasks
- Complete all evaluations and reports in a timely manner
- Follow safety and risk management policies and ensure every student is safe and having fun
- Work within outlined budgets and procure all necessary materials & catering for events
- Perform other duties, as requested by the Offsite Coordinator

Terms of Appointment

September 11th, 2023 – April 30th, 2024. Full time hours will be Monday to Friday from 8:30am to 4:30pm, with some flexibility, 35 hours/week.