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.

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

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