



# InSTEM Communications Intern Job Description

## Terms of Appointment

Part-Time: July 2<sup>nd</sup>, 2025  
through to August 29<sup>th</sup>, 2025

## Wage

\$18.47 per hour at 15  
hours/week. To be paid out  
according to the calendar  
set by UBC payroll

## Why Join Geering Up

- Connect with students who have university experience & a network of Indigenous students
- Training on topics such as classroom management, working with youth with exceptionalities, utilizing educational technology and more
- Learn about equity, diversity, and inclusion in the workplace
- Leadership & project management development opportunities
- Fun summer work

## 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. Geering Up strives to reach all children and youth, regardless of gender, ethnicity, culture, or socio-economic status. Find more information about by scanning the QR code below.

## What you will learn:

- Graphic design, web design and content creation
- How to use new tools and techniques for digital and visual communication
- Skills in writing, graphic design (e.g., Canva, Photoshop), and video production.
- Familiarity with running social media platforms (e.g., Facebook, Instagram, YouTube, Twitter) and creating engaging content.
- A creative eye for design, photography, and/or videography.
- Ability to craft compelling narratives and campaigns to promote programs.
- Planning, project management, organizational, multi-tasking,

## Your role:

- Assist in the organization and creation of promotional material for online platforms
- Develop innovative content such as b/vlogs, videos, and stories highlighting the impact and fun of Geering Up's programs.
- Work alongside Communications team to:
  - Maintain ongoing team projects
  - Manage/support small-scale projects from ideation to completion.

## How to Apply

Application form can be found on our website:

Indigenous Gr. 11-12 students & recent highschool grads are encouraged to apply

