2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: BUSI 1 Marketing and Event Coordinator for VI3Hub

DEPARTMENT NAME: Gustavson School of Business

CONTACT NAME: Dr. Basma Majerbi or Lynn Works

JOB DESCRIPTION:

This position will support the work of Vancouver Island Impact Investing Hub (VI3Hub) which is a strategic initiative funded by UVic and being developed by the Gustavson School of Business. The hub will help UVic promote sustainable futures and support achievement of the UN Sustainable Development Goals (SDGs). Combining climate action, sustainable finance and impact investing in a single integrated hub, its activities will include developing cross-disciplinary research insights, providing experiential learning opportunities, and generating awareness for the public and the investment community on mobilizing capital for climate solutions. VI3Hub will also include a digital platform to enable easier access to resources and efficient connections between impact investors and local businesses and start-ups developing climate and environmentally focused solutions.

This work study is responsible for performing a wide range of market research, communication, website content development and event coordination. There will be coordination and planning duties to help with events that will take place in the fall of 2021 or spring of 2022. The student will work in collaboration with Dr. Basma Majerbi and the VI3Hub Project Manager. There may be interaction with other faculties across campus or external community members. There may be times the student will need to support administrative or broad project coordination duties. Key responsibilities include but are not limited to:

- Conducting research and providing support in information gathering and writing
- Performing writing for external communication materials and website content
- Event coordination and organization
- A small portion of time may be spent assisting in the preparation of agendas, minutes and PowerPoint presentations for workgroup or Steering Committee meetings or community events, including correspondence with multiple stakeholders

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php
QUALIFICATIONS:

This position is open to any graduate student currently registered at UVic (any department) The candidate should be able to work independently, have experience in research, writing, and communication. Event coordination or experience volunteering at community or university events is helpful. Interest in climate change issues and solutions as well as community engagement approaches and methodologies will be considered favorably. Ideally, the candidate will also have an interest in impact investing, industry innovation in climate and environmental solutions with economic and business activities on Vancouver Island and BC.

- Proven ability in documenting research and collecting data
- Experience in organizing data
- Proactive and professional oral and written communication (in English)
- Strong writing skills
- Experience in marketing materials is helpful
- Proven ability to work successfully with a wide range of stakeholders
- Proven ability to work both independently and in a team environment
- Should have excellent decisions-making, problem-solving skills
- Strong organizational and planning skills
- Carry responsibility without authority via strong, positive engagement messaging

JOB LOCATION ON-CAMPUS: Remote through Gustavson School of Business

WORK STUDY WAGE: $16.00/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $9.00/hour

HOURS AVAILABLE: 166

HOW TO APPLY:

Please send resume and cover letter in pdf format via email to:

Basma Majerbi, Project Lead
Email: VI3Hub@uvic.ca

Put “work study applicant” in the subject line.