JOB TITLE: ATRS17 – Communications Coordinator

DEPARTMENT NAME: Vikes Athletics and Recreation

CONTACT NAME: Ali Baggott, Communications Officer

JOB DESCRIPTION:

The Vikes Communications Coordinator will be an active member in the busy Vikes Communications office assisting with sports information requirements for the varsity sport teams as well as helping execute on digital communications strategies particularly focused around social media.

- Contributing to the implementation of content strategies for department social media channels across multiple platforms (using Hootsuite, primarily for Instagram, twitter and facebook)
- Assisting with live social media coverage during on-campus varsity events
- Assisting with post-event media coverage such as written game stories and/or features
- Contributing to the regular updating and maintenance of the Vikes digital properties including multiple websites, photo distribution sites, etc.
- Administrative work including preparation of communication plans, filing, spreadsheet analysis, inventory, archiving and meeting/agenda coordination.
- Other duties as assigned.

QUALIFICATIONS:

- Strong communication skills, oral and written
- A self-starter, takes initiative and works well both individually and in a team setting
- Excellent time management skills
- Availability to work both in office and some evenings/weekends at varsity events
- Organized, pays attention to detail and demonstrates professional conduct
- Candidates with strong a strong interest in sports and digital and social media will be an asset, while keen interests in websites and digital content creation are also preferred.

JOB LOCATION ON-CAMPUS: CARSA Room A245

WORK STUDY WAGE: $14.50 (includes 4% vacation pay)

HOURS AVAILABLE: 250

HOW TO APPLY: Email resume and cover letter to:

Ali Baggott, Vikes Communications Officer at: vicvikes@uvic.ca