

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: CFYS2 – Outreach Communication Assistant

DEPARTMENT NAME: Centre for Youth and Society

CONTACT NAME: Dr. Frederick Grouzet

JOB DESCRIPTION:

The Outreach Communication Assistant will generate and distribute news and updates on the Centre's website and the CFYS Community Resource Hub. The role will also involve assisting in writing and formatting CFYS communication materials, such as social media posts, write-ups for reports and newsletters, and creating graphics and diagrams. The focus will be to advertise and communicate the Centre's functions, research and related opportunities to the greater community of students, researchers and community partners.

QUALIFICATIONS:

- Strong working knowledge of WordPress, Adobe Illustrator, InDesign and Photoshop
- Excellent organizational and time management skills
- Excellent written communication skills
- Knowledge of Microsoft Word, Excel and PowerPoint
- Ability to work independently and with teams, to adjust to shifting priorities and meet deadlines
- Experience in creating and editing video content
- Graphic design experience is an asset

JOB LOCATION ON-CAMPUS: University House 3

WORK STUDY WAGE: \$16.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$2.00/hour

HOURS AVAILABLE: 145

HOW TO APPLY: Please send cover letter, resume and a copy of your transcript by email to cfysassistant@uvic.ca
Please use "**Work Study Application – CFYS – Outreach Communication Assistant**" as the subject line

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>