**JOB TITLE:** CFYS3 – Social Media and Communications Assistant  
**DEPARTMENT NAME:** Centre for Youth & Society  
**CONTACT NAME:** Jessica Tegart, Administrative Assistant  

**JOB DESCRIPTION:**

The Social Media and Communications assistant will generate and distribute news and updates on the Centre’s social media pages, website, bi-weekly e-newsletter, and seasonal newsletter. The focus will be to advertise and communicate the Centre’s functions, events, research, and related opportunities to the greater community of students, researchers, and community partners. The role will also involve staying informed of relevant news, events, projects, and academic opportunities on a local, national, and international scale.

**QUALIFICATIONS:**

- High interest in youth-focused research, both disciplinary and interdisciplinary
- Ability to work independently and with teams, to adjust to shifting priorities and meet deadlines
- Excellent organizational skills, and a high aptitude for accuracy
- Excellent oral and written communication, and interpersonal skills
- Working knowledge of Facebook and Twitter, including analytics and reporting
- Ability to use WordPress, Adobe Illustrator, and/or Adobe InDesign is an asset
- Photography and video content creation and editing is an asset
- Experience with content management systems is an asset
- Familiarity with youth-serving organizations is an asset

**JOB LOCATION ON-CAMPUS:** University House 3 (see our website for map: www.youth.society.uvic.ca)  
**WORK STUDY WAGE:** $14.50/hour (includes 4% vacation pay)  
**DEPARTMENT TOP UP:** $1.50  
**HOURS AVAILABLE:** 140  
**HOW TO APPLY:** Please send cover letter, resume and copy of your transcript by email to cfysassistant@uvic.ca, use “Work Study application” as the subject line

Applicants must be eligible for Work Study Program  
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php