JOB TITLE: ISST1 - Social Media/Communications Coordinator

DEPARTMENT NAME: Indigenous Studies

CONTACT NAME: Ruth Parrish

JOB DESCRIPTION:

The Social Media/Communications Coordinator will work within the Indigenous Studies program to establish a social media presence that will enable Indigenous Studies events, opportunities, and activities to be promoted to all who are interested, and document them for future. This position ensures our social media tools are kept up to date and that all appropriate permissions are obtained for photo usage, etc.

Tasks include:

- Attending weekly staff meetings with soliciting, generating, coordinating and editing content.

- Maintaining the Indigenous Studies website with new and ongoing content in a timely manner. Suggesting new initiatives for the website and/or new media including one short video project for the year (perhaps featuring interviews with faculty members, students, across Indigenous Studies, with the teachers in the SIM lab).

- Promoting consistency in editorial voice, layout and “look” across Indigenous Studies related communication channels.

- Liaising with Indigenous Studies faculty and students for story ideas and/or contributions.

- Developing connections with Indigenous faculty, staff, students and community members across the faculties.

- Identifying new social media opportunities and content strategies to ensure consistent weekly posting across platforms.

QUALIFICATIONS:

Indigenous Studies students preferred. Experience with WordPress, social media platforms, and Adobe InDesign an asset. Excellent communication skills and attention to detail. Applicants should be creative, take initiative and have strong writing, editing, and organizational skills.

Applicants must be eligible for Work Study Program

For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php
JOE LOCATION ON-CAMPUS: Clearihue Building, Room B-349 and off-site

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

DEPARTMENT TOP UP: 0

HOURS AVAILABLE: 135

HOW TO APPLY: Cover Letter and Resume to: Ruth Parrish, IS Administrative Assistant Email: isadmin@uvic.ca

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