

## 2022/2023 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** UVSS16 - Communications Assistant

**DEPARTMENT NAME:** University of Victoria Students' Society, Pride Collective

**CONTACT NAME:** Peter Underwood

#### JOB DESCRIPTION:

Reporting to the Pride Coordinator, the Communications Assistant is primarily responsible for creating and publishing content, brainstorming ideas, supporting office activities and putting together newsletters and other publications. Oftentimes, they will also need to write releases, monitor media coverage and attend both internal and external events.

#### Responsibilities:

- Maintain social media accounts with relevant content.
- Create online content to inform and support students.
- Communicate with other UVic Pride staff, board members, and collective members.
- Produce written content, interviews and short blurbs for their organization's newsletters and campaigns. This involves conducting research, writing pieces of content, editing that content and submitting it for release.
- Create and implement an outreach and marketing plan that reaches our students, community members, potential donors and partners.
- Collect and analyze data on our audience and reach and compile them into a report that can help with future outreach and communications.
- Fulfilling the duties above within deadlines set by the Pride Coordinator and/or Pride board.
- Attend Pride board and committee meetings, as required.
- Other relevant duties as discussed with the Supervisor and agreed to by the Pride Board of Directors.

#### QUALIFICATIONS:

- Excellent organizational, interpersonal, and communication skills.
- Ability to work well both collectively and independently to achieve goals and meet deadlines.
- Ability to maintain confidentiality.
- Ability to work comfortably with computers (Mac OS X, Microsoft Office, and Google Drive).
- Demonstrated experience in writing and editing.
- Content creation and basic graphic design skills.
- Experience with creating and/or maintaining documents and presentations.
- Experience working with confidential and/or personal information is an asset, but not required.

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>

- Demonstrated experience or strong interest in anti-oppressive organizing practices.
- Strong understanding of gender, sexual, and romantic diversity and specific needs of queer, trans, and two-spirit communities.

Preference will be given to trans and/or gender-variant applicants.

UVic Pride will provide training/orientation as well as mandatory anti-oppression training. Other training opportunities will be made available as needed.

The UVSS is an equal opportunity employer. UVic Pride works to create spaces that are inclusive, respectful and welcoming. Discussion of accommodations required for employment is welcomed.

**JOB LOCATION ON-CAMPUS:** UVic Pride Office – Student Union Building B010.

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

**HOURS AVAILABLE:** 135

**HOW TO APPLY:** Bring a printed resume and cover letter to the Pride Collective mailbox in Student Union Building General Office (room B128) **OR** send an e-mail with attachments to [pride@uvic.ca](mailto:pride@uvic.ca) with “WORK STUDY POSITION - COMMUNICATIONS” in the subject line.

*\*\*\*Include the number of work study hours you are approved for in the cover letter.\*\*\**