



Coordinator, Communications & Engagement
[F20] ★ APPLIED
Full-Time
UBC Campus and Community Planning + Follow
Applied

Duration: September 8, 2020 to April 30, 2021.

Shifts: Monday-Friday 8:30 am to 4:30 pm.

UBC Campus and Community Planning are a team of sustainability, planning, design, engagement, and community building professionals dedicated to building a vibrant and sustainable community for everyone who studies, works, lives and creates at UBC. To do our work, we actively engage with Musqueam, students, faculty, staff, residents and visitors to UBC.

We are planners, designers, public consultation professionals, building inspectors, sustainability experts and others who make the decisions that shape the physical environment and sustainability at UBC. Our key responsibilities include long-range planning, campus and landscape design, licensing and regulation, and managing programs for sustainability, planning and transportation initiatives, as well as community programs.

Together with the campus community, we are striving to make the world a better place: the heart of our academic mission. We are committed to careful planning, informed consultation and coordination. By respecting our physical environment and the people who call it home, we help the campus evolve and create extraordinary experiences.

With 50+ staff in the department we have several sub-units: Community Development, Planning and Design, Development Services, Public Engagement, and Sustainability and Engineering.

The Co-op position will work with in the Public Engagement unit on innovative communication and public engagement projects. We engage in open conversations with the public and university stakeholders about planning and development as well as collaborating and partnering on community programs and services. We manage planning.ubc.ca and @campusUBC social media channels.

If you are a self-starter, eager to learn new skills and work with professionals in the planning field, then this Co-op position is for you.

Due to precautions around Coronavirus (COVID-19), many staff members from Campus and Community Planning are working at home. At this time, it is not known when staff will return

to the office. Applicants should feel comfortable working from home on a full time or possibly part time basis, with their own access to internet for team communications, including email, cloud-based file sharing and video conferencing. A computer will be provided for work purposes.

Duties and Responsibilities:

Website and Social Media:

- Prepare content for planning.ubc.ca (with Drupal content management system)
- Manage social media channels @campusUBC (twitter, instagram) with Sprout Social
- Maintain graphics and image library
- Develop and implement tactics to build followers and subscribers for social channels

Public Engagement:

- Prepare print materials/signage to support public engagement activities (Adobe Creative Suite)
- Engage with the public during events i.e. open houses, pop-up booths (virtual and in-person)
- Design survey questions (with Qualtrics) and analyze consultation data

Writing:

- Research and write short articles for planning.ubc.ca website and social media
- Contribute content for reports

Communications:

- Prepare newsletters daily media summary and monthly departmental (with Envoke)
- Assist with production of communications toolkits and other materials
- Conduct research for communications planning

Graphic design/Video/Photography

- Familiarity with digital photography and videography

- Familiar with photography and video editing software (Adobe Photoshop/Adobe Premiere)

- Familiarity with graphic design software (adobe InDesign, Illustrator)

Events:

- Participate in planning and implementation of campus events ie. Bike to Work Week, public open houses, workshops

Perform other related duties as required. Regular work hours Monday to Friday, however, some evening hours for events may be required.

Qualifications Required and/or Preferred:

Upper year (third year minimum) student.

A willingness to learn and gain new experiences. Demonstrated ability to function as a member of a team.

Self-starter, able to work independently; resourcefulness and good judgment.

Interest in storytelling, communications, public relations, journalism and social media, advertising, and public engagement.

Ability to interact comfortably and professionally with the public

Effective oral and written communication and interpersonal, presentation, and public relations skills.

Background in English, technical writing, or other editing experience with English usage, spelling, grammar, and punctuation.

Ability to exercise diplomacy, tact and discretion when working with confidential and/or sensitive information and in dealing with various levels of administration and external agencies.

Technical:

Experience with office and design software including Microsoft Office (Excel, Word) and Adobe Creative Suite - Photoshop, Adobe InDesign, Illustrator and Premiere, an asset.

Experience with survey design tools (Qualtrics) and analysis.

Experience with website content management systems (Drupal) an asset.

Experience with social media content management an asset (ie.Sprout Social)

Familiar with photography and video editing software (Adobe Photoshop/Adobe Premiere). Familiarity with graphic design software (adobe InDesign, Illustrator)

Additional Comments:

This position requires the successful applicant to exercise good judgement and maintain a high level of confidentiality regarding issues discussed in the office.

A formal evaluation will be conducted by the successful candidates supervisor twice during the Co-op program, once at the midpoint and once at the end of the contract.

Job ID: 21988

Job Status: Open

Position Counts For: 2 Terms

Hours Per Week: 35

Salary: \$18.76

Salary Type: Hourly

Location: Nationwide Canada

Remote work: Yes

Posting Date: August 11, 2020

Closing Date: August 20, 2020

Requested Document Notes

Writing Sample (Maximum 1 page): Samples of what you wrote for websites in the past, or social media postings. If it's a long sample, attach excerpts of your writing sample.

Citation:

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