

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** UVSS 28 - Pride Communications Assistant

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

**CONTACT NAME:** MJ Muller

### 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, council 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
- Manage the distribution and completion of financial/ administrative forms in collaboration with the PRIDE Treasurer
- Fulfill the duties above within deadlines set by the Pride Coordinator and/or Pride council.
- Attend Pride board and committee meetings, as required
- Undertake other relevant duties as discussed with the Supervisor and agreed to by the Communications Assistant

### 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 efficiently with computer software (Adobe Suite, Microsoft Office, and Google Drive)
- Demonstrated experience in writing and editing

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>

- 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
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- 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

Strong preference will be given to BIPOC 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:** \$18.50/hour (including 4% vacation pay)

**HOURS AVAILABLE:** 170

**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