

Internal/ External Job Posting
Communications Assistant
(Temporary Part-Time Designated Assistant Position)

Description: The Communications Assistant is responsible for developing promotional material and expanding the Society's social media, photography and video presence in accordance with SFSS branding protocols in order to engage with and inform the membership on Society activities and events.

The Simon Fraser Student Society is an equal opportunity employer.

This is a temporary part time (up to 28 hours per week) position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$15.17 per hour with additional benefits as defined in the Collective Agreement.

Goal: To increase the Society's media presence on campuses through methods such as social media, photography and videography initiatives.

Working Relationship(s)/Role in Organizational Structure: The Communications Assistant takes direction from and reports to the Communications Coordinator. In the event of an absence of the Communications Coordinator the Assistant will report to the CEO.

Duties and Responsibilities:

1. Make regular and informative social media posts to the membership and community to increase knowledge of SFSS services
2. Assist with the implementation of social media engagement and photo and video production initiatives
3. Engage the student body by promoting SFSS goals, brand and values
4. Work with other SFSS departments in promotion of all Society events and campaigns
5. Other duties as directed

Required Skills and Experience:

1. Experience working with Facebook, Twitter, YouTube and other social media channels
2. Knowledge and experience with Adobe Creative Suite and Microsoft Office Suite (In Design, Photoshop, Premiere Pro)
3. Managing social media using Hootsuite management platforms for large user bases
4. Excellent communication skills, writing and word processing skills, as well as strong attention to detail and organizational skills
5. Ability to work in multi-task environment, within clear timelines



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To apply, email your cover letter, resume, and availability to jobs@sfss.ca citing that you are applying for the **Communications Assistant** position in the subject line. Acceptable file formats include MS Word documents or PDF files. Unreadable files will be ignored.

Applications must be received no later than **9:00 a.m. (PST) Thursday, January 18th, 2018**. Desirable start date: as soon as possible. End date: Monday, May 7th, 2018.

Applicants must be available to work Monday to Friday during regular office hours. Only applicants who are selected for interviews will be contacted.