Internal/ External Job Posting

Digital Media Assistant
(Part-Time, Temporary)

Description: The Digital Media Assistant is responsible under the direction of the Communications Coordinator for maintaining and expanding the Society’s social media and digital platform presence in accordance with sfss.ca branding protocols in order to engage with and inform the membership on Society activities and events.

This position aims to establish an effective and dynamic online presence, and to improve and extend the reach of the Society to an expanding circle of constituents. These initiatives will work toward supporting and extending the SFSS’ mission and vision.

*The Simon Fraser Student Society is an equal opportunity employer.*

This is a part-time (up to 20 hours per week) temporary position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of $15.63 per hour with additional benefits as defined in the Collective Agreement.

Goal: To increase the Society’s media presence on campuses through SFSS digital platforms and perform other administrative duties as assigned.

Working Relationship(s)/Role in Organizational Structure: The Digital Media 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 Executive Director.

Duties and Responsibilities:

1. Make regular and informative social media posts to the membership and community to increase knowledge of SFSS services
2. Respond to messages and comments on social media in a timely manner
3. Digital content production and management by assisting in content production across web, mobile and social media platforms
4. Review and update content on our web platforms on a monthly basis
5. Assist with the implementation of social media engagement initiatives
6. Engage the student body by promoting SFSS goals, brand and values
7. Work with other SFSS departments in promotion of all Society events and campaigns
8. Fulfill assigned graphic design projects
9. Additional duties as required
Required Skills and Experience:

1. Experience working with Facebook, Twitter, Instagram and other social media channels
2. Experience with content management systems is an asset
3. Managing social media using Hootsuite management platforms for large user bases
4. Demonstrable knowledge of digital media platforms and emerging technology
5. Knowledge and experience with Adobe Creative Suite and Microsoft Office Suite (InDesign, Photoshop, Premiere Pro)
6. Excellent communication skills, writing and word processing skills, as well as strong attention to detail and organizational skills
7. Ability to work independently with little supervision
8. Individual should be highly motivated and have the ability to take initiative
9. Ability to work well under pressure while maintaining a friendly and positive attitude while dealing with multiple projects and deadlines
10. Professional work ethic and the ability to commit and see projects through to completion.

Submit your resume, cover letter by email to jobs@sfss.ca citing that you are applying for the Digital Media Assistant position in the subject line. Acceptable file formats include PDF files only. Applicants must be available to work Monday to Friday during regular office hours anytime between 7am to 7pm. Only shortlisted candidates will be contacted. Resumes must be received no later than 4pm (PST) on Monday, December 16th, 2019.