

STUDENT
ENERGY

COMMUNICATIONS ASSISTANT

POSITION DESCRIPTION

Student Energy (studentenergy.org) is looking to hire a part-time (10-hours per week or less) Communications Assistant to help grow our online presence, manage our social media accounts, gather our analytics and work on communications projects that engage our community.

As a rapidly-growing organization, we are exploring new, innovative ways to engage students in the energy conversation. Our digital media efforts are a key part of this equation so we're looking for a dynamic, creative student who can help build and maintain our online brand.

Reporting to the Community Manager, the Communications Assistant will work with Student Energy in the following ways:

- Curate all content for Student Energy's Social Media Channels
- Develop new Student Energy campaigns
- Continually evolve and monitor Student Energy's social media strategy
- Manage blog submissions and recruit bloggers
- Manage SE Info Email Account
- Record all Monthly Analytics
- Support the International Student Energy Summit Marketing Team
- Other tasks as assigned.

REQUIREMENTS

The ideal candidate will possess the following qualities:

- Passionate about energy and sustainable energy systems
- Experience writing for communications
- Mastery of English writing and grammar
- Creative, go-getter with natural curiosity
- Desire to build or improve upon leadership skills
- Experience working with a team to achieve a common goal
- Interest in community building and inspiring an interest energy issues among university students
- Self-motivated and driven to produce quality results
- Must be an independent worker as some of the job may be remote
- Must be eager to learn new skills, and ready to take on whatever comes next
- The successful applicant must have access to a computer as one will not be provided.

COMPENSATION

The Administrative Assistant will receive \$16/hour CAD, and work an average of 10 hours per week with a cap at 40 hours per month.

OTHER INFORMATION

This position is based in Student Energy's office in Gastown, Vancouver, BC. Schedule can be flexible to accommodate school or other commitments, but some time each week in the office will be required.