

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, curate our monthly newsletter, and assist with our radio show.

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 "This Month in Energy" newsletter
- Develop Student Energy content calendar
- Assist Executive Director and Community Manager with social media strategy
- Keep Student Energy's social media accounts up to date and relevant with energy news, letting our audience know the latest developments in energy and amplifying the youth voice
- Manage blog submissions and recruit bloggers
- Assist Community Manager in production, recording and editing of Energy Voices, our monthly podcast
- Other tasks as assigned

REQUIREMENTS

The ideal candidate will possess the following qualities:

- Passionate about energy and sustainable energy systems
- Incredible writer
- Mastery of the English language and all grammar associated with it
- 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 much of the job will be remote
- Must be eager to learn new skills, and ready to take on whatever comes next
- Experience managing social media accounts or a brand is an asset
- Experience sound editing and recording experience is an asset

- Access to a recording studio, such as a campus radio station is a major asset
- Design skills using Adobe products is an asset
- The successful applicant must have access to a computer as one will not be provided.

COMPENSATION AND LOCATION

The Communications Assistant will receive \$17/hour CAD, and work an average of 10 hours per week with a cap at 40 hours per month. This is a remote position, but preference will be given to Canadian students. The successful candidate will be allowed to make his/her own schedule provided he/she meets deadlines set.

Applications due March 6, 2017, and must be submitted via our [online form](#).

If you have any questions or would like to discuss the position, please contact Meredith Adler (meredith@studentenergy.org).