

Position: Part-Time Communications Assistant

The NSERC Women in Science and Engineering – Atlantic Region (WISEatlantic) program was launched in October 2011 at Mount Saint Vincent University. WISEatlantic aims to shift gendered STEM stereotypes. We empower girls to consider Science, Technology, Engineering and Math (STEM)-based careers by raising their awareness of the diversity of jobs within these fields, and enabling them to visualize themselves working in these fields. WISEatlantic also supports early career women in STEM through professional development and networking opportunities.

The WISEatlantic program is seeking a Part-Time Communications Assistant to support their work through various communication functions and administrative duties. The Part-Time Communications Assistant will work under the direction of the WISEatlantic Program Coordinator.

Duties and Responsibilities:

- Plan, draft, and publish social media campaigns and posts through various social media platforms, including Hootsuite
- Maintaining and creating web content
- Design and produce printed and digital promotional materials
- Assist with promotion of various events throughout the year
- Assist with online event registration using Eventbrite.
- Provide administrative support to the program including, but not limited to: database entry/updating, budgeting, email communication, report writing.
- Track projects and media exposure

Qualifications:

- Communicate effectively both orally and in writing
- Strong attention to detail
- Understanding of media relations and digital media strategies
- Working knowledge of WordPress-based websites
- Strong knowledge of Microsoft Office Suite products, especially Word and Excel
- Ability to work independently and with little supervision
- Familiarity with Design software such as Adobe InDesign and Photoshop would be considered an asset

Dates: September 3, 2019 – August 30, 2020 (possibility of renewal)

Salary: \$15 per hour plus 11% fringe benefits (4% vacation pay, CPP, EI)

Hours: estimated 7 hrs/week

Location: Mount Saint Vincent University, Halifax, NS; potential to work remotely

Closing Date: Applications will be accepted until August 2nd, 2019

How to Apply: Please send resume and cover letter, outlining how your skills align with the job description, as a single document to Ms. Marchand at WISEatlantic@msvu.ca. Incomplete applications will not be considered.

WISEatlantic@msvu.ca
902-457-6294

