

## Communications Assistant (Student Position – Tier 6 Casual)

The Students' Union of UBC Okanagan is a not-for-profit organization that advocates for UBCO students and supports initiatives to improve their post-secondary experience with the goal of making education affordable.

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### Position Overview

The Communications Assistant supports the SUO's written and strategic communications. This includes drafting content, updating the website, assisting with reports and surveys, and helping ensure consistent branding across all platforms.

**Reports to:** General Manager or designated supervisor  
**Hours:** Up to **10 hours per week**  
**Department:** Students' Union of UBC Okanagan (SUO)  
**Employment Type:** Student Position (Tier 6 Casual, Part-Time)

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### Key Responsibilities

#### Writing & Content Creation

- Draft and edit written copy content including newsletters, blog posts, website updates, and email announcements.
- Assist in formatting copy and distributing press releases, promotional materials, and internal updates.
- Maintain and enforce SUO branding guidelines and voice in all public-facing documents.
- Collaborate with the General Manager or Executive team to prepare responses or documents as needed.

#### Website & Survey Support

- Help maintain and update website content (e.g. event information, blog posts, archives).
- Assist in developing and launching the SUO Student Experience Survey, including drafting questions.
- Support the development of a summary report based on survey findings.

#### Administrative & Promotional Event Support

- Assist in organizing and maintaining communications templates and archives.
  - Support the coordination of event volunteers, vendors, and logistics for promotional activities as directed.
  - Help prepare materials for tabling events, info booths, or member engagement campaigns.
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### Qualifications

- Enrolled UBCO student, in good academic standing.
- Strong writing and editing skills with attention to detail.
- Comfortable using tools such as Microsoft 365 Suite, Adobe Creative Cloud Suite, Canva, Qualtrics, and WordPress.
- Basic understanding of communications strategy or willingness to learn.
- Organized and dependable, with good time management skills.
- Interest in journalism, public relations, not-for-profit communications, or advocacy is an asset.