Job Posting

Vikes Communications Junior Assistant
University of Victoria, Vikes Athletics and Recreation

Vision and Purpose:

Job Description:
The Vikes Communications Junior Assistant will assist with the daily operations of the Vikes Communications office. This position is based on a 35-hour workweek but will require a lot of flexibility to work evenings and weekends. The primary functions of this position include maintenance of up to date traffic on all Vikes Athletics and Recreation social media channels, helping producing content for our websites (govikesgo.com and vikesrec.ca) and assisting with game day operations. As this position is an entry-level learning opportunity, the successful candidate will receive appropriate training on all department systems.

The position reports directly to the Vikes Communications Officer.

Qualifications:
• Excellent communication, listening and interpersonal skills
• Excellent verbal and written communication skills
• Superior (demonstrated) organizational skills with the ability to manage multiple deadlines and projects at the same time
• Knowledge of Canadian university and amateur sport considered an asset
• An understanding of sports and/or desire to work in a sports related field
• Ability to work independently and in a team
• Ability to work varied hours including evenings and weekends;
• A willingness to learn about the emerging trends in communications and technology, especially in social media with a focus on video sharing and content management

Key Responsibilities:
• Assisting in on-going website maintenance through a content management system
• Assisting with set-up and operations of required web streaming for home games
• Organizing and tagging photos both for historical and online viewing
• Assist in implementation and management of Vikes social media strategy
• Assist in writing game previews, recaps and feature stories in Canadian Press Style for media releases
• Assist with operations of Live Stats for home games
• Assist with Canada West and U SPORTS mandated sports information requirements
• Work in Adobe InDesign and Photoshop to update relevant graphic content
• Assist with media tracking and social media analytics reporting
• Maintain historical and statistical archives for varsity sports
• Liaise with department staff, coaches and student-athletes and media in a variety of functions
• Support internal communications strategies within Athletics and Recreation
• Other duties as assigned

Note: Flexible work hours according to demands of the athletics and recreation event schedule will be required. This position will require a high volume of work on evenings and weekends.

Terms of Employment:

The position will span both the fall and spring semester, beginning August 20, 2018 and running until April 12, 2019. A $3000/month salary will be paid bi-weekly. This salary is based upon a 35 hour work week; however the position’s schedule will flex around the demands of our department event schedule with the majority of our department events occurring during evenings and weekends.

To Apply:
Interested Candidates should submit a letter of application and a resume, by Friday, July 6, 2018 by email to Ali Baggott, Vikes Communications Officer, at vicvikes@uvic.ca.
Please include any relevant websites or links to portfolio material, as well as a minimum of two references.

Vikes Athletics and Recreation thanks all who express an interest in this position and advises that only those selected for interviews will be contacted.