Vision and Purpose:

Job Description: The Vikes Communications Coordinator will be an active member in the busy Vikes Communications office, assisting with sports information requirements for the varsity athletics teams as well as helping execute digital communications strategies, particularly focused around social media.

Qualifications:
- Strong communication skills, oral and written
- Excellent time management
- The ability to work as part of a successful and engaged team
- Organized, pays attention to detail and demonstrates professional conduct
- A strong interest in sports will be considered an asset
- A keen interest in digital and social media, web/graphic design and video production are also preferred.

Key Responsibilities:
- Contributing to the implementation of content strategies for department social media channels across multiple platforms (primarily Instagram, Twitter, Facebook and Snapchat)
- Assisting with live social media coverage during on-campus varsity events
- Assisting with post-event media coverage such as written game stories and/or video features
- Contributing to the production of Vikes Athletics promotional materials through a variety of media, including: web, print and digital signage
- Assisting with game day operations such as web streaming as well as statistic and score tracking
- Administrative work including preparation of communication plans, filing, spreadsheet analysis, inventory, archiving and meeting/agenda coordination

Terms of Employment:
Job Location on-campus: CARSA
Work Study Wage: $12.00 (includes 4% vacation pay)
Hours Available: 250

To Apply:
Please send resume and cover letter to:
Ali Baggott, Vikes Communications Officer: vicvikes@uvic.ca