

Peace and Conflict Studies Program Communications Assistant

Applications Due: December 13, 2024

Contract: Part-time (5.5 hours per week) for up to 16 weeks (about 3 and a half months) in the winter term.

Start Date: January 6, 2025

General Accountability

The role of the Peace and Conflict Studies (PACS) Department Communications Assistant is to support the department's communication strategies, enhance its visibility, and effectively engage with various stakeholders (students, staff, and faculty). They are responsible for creating written content for various communication channels, such as newsletters, social media posts, and website content. The PACS Communications Assistant reports to the PACS Undergraduate and Administrative Officer.

Responsibilities

- **Content Creation:** In consultation with the Department, create and schedule written content for various communication channels, such as newsletters, social media posts, and website content. This involves:
 - Designing, writing content, and sending out a bi-weekly newsletter to PACS and MPACS (Master of Peace and Conflict Studies) students using the MailChimp platform.
 - Create and schedule visual content using graphic design software, canvas, for posting on Instagram
- **Writing Students and Alumni Stories:** In consultation with PACS Administrative Officers, help maintain and update the PACS department's website with information in a timely and visually attractive manner. This can include:
 - Interviewing current PACS/MPACS students and alumni, draft and publish written articles to help promote PACS/MPACS programs and course content.
- **Website Maintenance:** If time allows, this includes:
 - Publishing news and announcements, organizing and formatting content, ensuring accuracy and consistency, and working with PACS Administrative Officers to keep the website current and user-friendly.
 - Updating the PACS website pages with links to ensure connections with current, prospective, and graduate students.
- **Other related duties:** Update PACS listserv, MailChimp and PACS Learn Hub subscriptions as they come up.

Requirements

- Excellent communication skills (oral and written), with experience developing student engagement content
- Working experience with Microsoft Office Suite (Word, Excel, SharePoint, OneDrive, Teams, and PowerPoint)
- Working knowledge of developing content for Instagram, Linktr.ee, and websites
- Creativity and some knowledge of design principles for websites and social media
- Interest in connecting with PACS students

- Exceptional competency in time management, task management, and prioritizing in an independent work environment
- Proven ability to take initiative and act as a self-starter
- Consistent availability throughout the term

Pay Rate

- \$17.50/hour (5.5 hours per week)

Additional Note

As part of developing ideas and activities to promote a sense of community, the PACS Communications Assistant is encouraged to engage with the PACS Students Society. This position involves planning educational events for PACS students and acting as a liaison between PACS students and faculty/staff.

To Apply

To apply for the above position, please submit a cover letter explaining how you would qualify for the job and attach an up-to-date resume. Please also include two references that can be contacted as required.

Submit your resume to:

Ndagire Brendah

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519-885-0220 ext. 24269

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