



Communications and Operations Assistant

Part-time position for Concordia students

About SHIFT



The SHIFT Centre for Social Transformation supports existing and emerging social transformation initiatives that unite the efforts of Concordians and their partners with the goal of creating a more just, inclusive, and broadly prosperous Montreal.

Description of the role



SHIFT is seeking a creative, welcoming and detail-oriented individual to support our communications and operations in a part-time position.



The person will work closely with the Communications Coordinator in generating content to meaningfully engage with the community and increase SHIFT's social media presence. The selected candidate will also contribute to the smooth running of activities in the new SHIFT space, fostering a welcoming and vibrant space within the university.



We're looking for someone who is committed to tackling systemic challenges aligned with SHIFT's mission, vision and values and who has a strong understanding of transformative social change. The successful candidate should have some experience managing social media channels and a concern for creating accessible content.



Responsibilities – in collaboration with the Communications Coordinator

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- Assist the Communications Coordinator in creating visuals and promotional material for social media (posts, short videos/reels) and printed materials (flyers, posters, etc.)
 - Plan and update the social media calendar with current and recurrent content
 - Develop and maintain strong partnerships online
 - Stay up to date with social media trends
 - Open the SHIFT Centre, provide front desk support, and perform other tasks related to the Centre's daily operations.
 - Welcome and interact with visitors, provide information about coworking days, events, and respond to general inquiries
 - Keep track of event registration and attendance figures

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Requirements

- Great interpersonal skills with the ability to communicate clearly with a diverse group of users and visitors
- Experience managing social media accounts - Facebook and Instagram
- Graphic design skills - Proficient with Canva; Photoshop and Illustrator, an asset
- Experience creating short videos for social media use
- Ability to work both independently and collaboratively
- Project management experience
- Bilingual: English and French, spoken and written

Assets

- Familiarity with SHIFT and an understanding of social justice concepts such as intersectionality, anti-oppression, harm reduction, and transformative change
- Visually creative and eager to develop and reinforce a distinctive aesthetic
- Comfortable with a flexible work schedule

Hours: 15 hours/week

The work schedule will be determined in collaboration with the successful candidate. The majority of work hours will be during the SHIFT Centre's opening hours, weekdays from 9 a.m. to 5 p.m. In addition, candidates must be flexible to work on evenings and weekends, to accommodate special events (to be scheduled with at least 3 weeks notice).

Remuneration: \$16,25 - \$21/hour

Application deadline: Sunday, January 15, 2023

- Interviews will take place from January 18 to 20, 2023
- Anticipated start date: Wednesday, February 1, 2023

To apply: Send resume and cover letter to clairegaelle.champagne@concordia.ca (email subject: "Communications and Operations Assistant")

Students must be eligible for the work-study program to be considered. This role will mostly be conducted in-person at Concordia's downtown campus (LB 145). This role will mostly be conducted in-person at Concordia's downtown campus (LB 145).

We thank all applicants for their interest, only selected candidates for interviews will be contacted.