U of A Faculty of Engineering DiscoverE Engineering & Science Camps

Job Title: Photographer & Social Media Specialist

Term: Temporary Full-Time paid position
Job Start Date: May 4th, 2020
Job End Date: August 24th, 2020
Job Location: 2-215 Donadeo Innovation Centre for Engineering
Hours: 35hrs/week
Hourly Rate of Pay: $16.12 per hour (plus additional 9% or 10.5% depending on employee type)

Application Deadline: Monday, February 17th at 11:59pm

We need two things to complete your application:
1. Portfolio
2. Resume

Please submit your resume and portfolio to:

Sarah Toderian
Acting Outreach Coordinator of DiscoverE
2-215 Donadeo Innovation Centre for Engineering, 9211 – 116 St NW
Edmonton, AB T6G 1H9
Email: decd@ualberta.ca
Phone: 780-248-1859

Job Description

DiscoverE is a not-for-profit, student-delivered initiative of the Faculty of Engineering, at the University of Alberta, in Edmonton Alberta. We deliver high-impact classroom workshops, unique clubs and events and engaging summer camps to more than 26,000 youth every year, and our programs reach over 70 communities across northern Alberta, British Columbia, Saskatchewan and the Northwest Territories. The Photographer and Social Media Specialist works with the Graphic Designer and Team Coordinator - Marketing to create an overall branding for DiscoverE. They take professional photographs of campers and participants during activities and ensure we have a strong social media presence.

Job Duties

- Communicate directly with Director, Team Coordinator – Marketing and Graphic Designer to establish and review marketing initiatives and create a long-term marketing strategy
- Submit purchase requests to the Director
- Photograph and document various DiscoverE initiatives
- Edit photographs
Create and execute an effective social media strategy
Produce and edit short video clips with Graphic Designer
Create weekly slideshows for On-Campus Camps
Provide pictures and graphics for the DiscoverE website and social media accounts
Maintain DiscoverE’s website
Maintain DiscoverE’s social media accounts (Facebook, Instagram and Twitter)
Stay up to date with the activities of DiscoverE as well as other STEM related topics in order to have an effective social media presence
Create informal material for the various program components (camps, clubs, special events and workshops)
Communicate with customers and stakeholders
Collect and analyze feedback from staff, parents, participants, teachers and other stakeholders

Job Qualifications

- Experienced photographer
- Knowledgeable of Facebook, Instagram and Twitter
- Reliable and detail oriented with the ability to manage timelines independently
- Superior communication skills with particular emphasis on email correspondence and public speaking
- Positive role model and mentor
- Excellent conflict resolution and problem solving skills
- Ability to work as part of a team
- Mature interpersonal conduct
- Willingness to learn new material
- Proficiency in working with eClass, Google Drive and other Google programs
- Enrolled fulltime in an undergraduate program for the current academic school year, preferably with some background in marketing, fine arts and/or graphic design
- Proficiency with Adobe suite of design/layout programs is an asset
- Proficiency with web/print design/layout is an asset
- Previous marketing experience is an asset
- Previous experience maintaining a professional social media account is an asset
- Experience working with children, youth, parents and/or schools is an asset
- Class 5 driver’s license (GDL removed or able to remove) and 19 years old or older is an asset
- Able to complete a Police Information Check (with vulnerable section)
- The ability to fluently speak French is an asset
- Previous experience with DiscoverE or a similar organization is an asset

Important Information for Applicants

- If successful, we require a Police Information Check (with vulnerable section)
- We thank all applicants for their interest in DiscoverE, however only successful candidates will be contacted for an interview

If you have any questions or concerns, please feel free to visit 2-215 DICE or email Sarah Toderian at decd@ualberta.ca