



Social Media Coordinator

At Women in Engineering, Science, and Technology

Number of Positions Available: 1-2

Tenure: August 5th, 2024 to August 2025

Role Summary

The Social Media Coordinator is responsible for developing social media content for all WEST platforms and managing all social media accounts. Within your role you will be collaborating with Project and Workshop Coordinators to develop media for each project (including student recruitment, project announcements and updates) and you will be working with other WEST team members to develop general content to engage the UVic and Victoria community.

Responsibilities

- Develop social media content for all WEST social media platforms (specifically Instagram and LinkedIn)
- Update the WEST website each semester (or as needed)
- Manage all social media accounts and posting schedules
- Follow other accounts and engage with UVic and Victoria Community
- Work with Project Coordinator to develop and post Project announcements, information and updates
- Develop semesterly WEST Newsletters

Expectations

- Attend the WEST weekly meeting
- Answer slack messages within 48 hours on business days
- Provide weekly updates to the WEST Director and Director of Business

Qualifications

- You identify as female or women+
- You are a full-time or part-time student at The University of Victoria
- Experience in social media or graphic design is preferred but not required

How to Apply

Please fill out this form to express interest in the Social Media Coordinator Position: [Interest Form](#)

If you have any questions, please email WEST at uvicwest.official@gmail.com.