# Multi-Media Assistant – UWBC Work Experience Opportunities Grant

**Work Experience Placement:** Part-time; hybrid role. This is a temporary (200 hour) skills-building opportunity in media and communications. Hours may include some evenings/weekends.

**Location:** Burnaby, with occasional travel for meetings/events

**Stipend:** $19/hour, with training and mentorship provided.

**Term:** October- January 31 (4 month placement)

**About posAbilities:**

posAbilities assists individuals with developmental disabilities to lead meaningful and healthy lives. We accomplish this by partnering with local communities to provide a comprehensive range of person-centred services for individuals and the families who care for them.

We thrive to help our employees experience joy, meaning and beauty at work. They have more opportunities to be creative and autonomous, living life doing what they love.

## About the Position:

This role supports the Social Media Fellowship (SMF) to produce digital content for community outreach activities and special projects (e.g. short and long form media content including podcasts, ‘reels’, and YouTube videos, etc.). This role may also assist with event planning and workshop planning and delivery.

This opportunity is designed for individuals who:
- Identify as having a disability and
- Are currently receiving BC Employment and Assistance (BCEA), or the federal equivalent, and
- May be facing significant barriers to employment

## About YOU:

- Ability to work collaboratively with others
- Desire to develop verbal and interpersonal skills
- Ability to work independently and as part of a team
- Adaptable and flexible to different communications tasks
- Comfortable being in front of a camera

## YOUR Key Duties and Responsibilities:

Digital Media Production, Marketing and Advertising

* Assists SMF and communications to develop content for social media sites and other digital platforms such as podcasts; reels / shorts / TikToks; brand awareness and direct action; other videos and Public Service Announcements.
* Assists with research, planning, designing and delivering digital content

Community Outreach and Engagement

* Assists with planning and delivering outreach initiatives for internal and external audiences
* Deepens online community engagement through applying advice/consumer feedback
* Reviews analytics and adjusts messaging for marketing and advertising campaigns to optimize results

Event planning and Offline Community Engagement

* Assists with planning, coordinating, and promoting SMF’s participation in community events or special projects
* Helps prepare and plan in-person workshops including leading the workshops

## You MUST have the Following:

- Grade 12 Graduation (Dogwood or Evergreen)

- A clear Criminal Record Check for Children and Vulnerable Adults

- Are currently receiving BC Employment and Assistance (BCEA), or the federal equivalent.

## YOUR Application:

Please apply with your resume via our website at www.posAbilities.ca/careers or via email to hannah.nolan@posAbilities.ca.

Please note, while we would like to connect with everyone interested in this position, only applicants chosen for interviews will be contacted.

At posAbilities we are committed to fostering an inclusive workplace environment, and we actively seek to identify, eliminate and prevent barriers to employment, including those that may be within our hiring process. We recognize that individuals may require accommodations to fully participate in our hiring process. If you need assistance or accommodation at any stage of the process, please feel free to reach out to us at careers@posabilities.ca for further assistance.