

## CONTENT CREATION ASSISTANT

**This position is contingent on funding through the Canada Summer Jobs program. Candidates must meet the eligibility requirements outlined for that program below.**

### PLEASE NOTE:

We are currently working in a remote work environment during the present COVID-19 situation. We are well-prepared for remote work and expect no interruptions to this position – we are hiring regardless of whether the work is completed remotely, or in-person at our office in Vancouver, B.C., once it is safe to do so. You must provide your own laptop for this position.

### POSITION DESCRIPTION

Student Energy is a global charity building the next generation of energy leaders. We are a hard-working, fast-paced team devoted to youth empowerment in the world of energy. Our team punches above its weight to develop innovative programs, meaningful international partnerships, and serve our community of young energy changemakers. Check out our [theory of change](#) to see what we do and why.

Student Energy is looking to hire a Content Development Assistant to help with the creation of new resources for our programs ecosystem.

Reporting to the Global Community Manager, the Content Creation Assistant will work with Student Energy in the following ways:

- Manage the development of digital content and resources for the Student Energy Programs Ecosystem
- Create virtual social spaces, work to build digital engagement in our network and virtual community-building opportunities
- Lead on content development and resource creation for the Programs Ecosystem
- Assist the Director with virtual community team meetings and project support
- Other tasks as assigned.

### REQUIREMENTS

The ideal candidate will possess the following qualities:

- Passionate and knowledgeable about energy systems and energy education
- Experience developing written resources, how to guides and/ or general content creation
- Interest in digital convening, digital platform design, and community building
- Detail-oriented and highly organized
- Eager to learn new skills, and ready to take on whatever comes next
- Desire to build or improve upon leadership skills
- Creative, go-getter with a natural curiosity
- An incredible writer with mastery of English language and grammar
- Desire to build or improve upon leadership skills
- Self-motivated and driven to produce quality results
- Must be an independent worker as the position will likely be remote due to COVID-19

- Must have access to a computer as one will not be provided

**Assets:**

- Demonstrated experience in communicating energy issues to diverse audiences
- Youth and public engagement experience
- The ability to speak multiple languages is a strong asset
- Experience using Squarespace, TalentLMS or Articulate, or similar platforms

**Applicants must meet eligibility requirements for the Canada Summer Jobs program:**

- Be between 15 and 30 years of age at the start of the employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*Note, if you do not feel that you qualify, but are interested in the position and are willing to learn please apply. We are interested in a diverse team and willing to train the right person. Explain why you want the position and why you think you should be considered in your cover letter.*

## **COMPENSATION AND TERM**

The Assistant will receive \$15.20/hour CAD, with the option of full, or part-time hours. Full-time hours are 35 hours a week for 8 weeks, part-time hours would be between 10 - 20 hours a week for 16 weeks.