



## **RADIUS Communications Intern Spring 2020**

**Position:** Communications Intern

**Organization:** RADIUS SFU

**Salary:** \$16.50/hr, 37.5 hr/week

**Duration of work term:** 4 months

**Contract dates:** January 6, 2020 - April 30, 2020+

**Location:** Charles Chang Innovation Centre 200-308 W Hastings Street, Vancouver, BC

**Application deadline:** October 9, 2019 at 11:59 PM

**Cover letter required:** yes

**Number of openings:** 1

### **RADIUS**

RADIUS is looking for a communication specialist to coordinate our communications and recruitment strategies. The coordinator will be proactive in understanding and applying a justice, equity, diversity, and inclusion (JEDI) framework to all aspects of their scope of work. If you are a Communications or English student who is a creative multi-tasker and curious about social innovation, consider joining our team in the heart of Gastown.

#### **You'd be well suited for this role if you:**

- Have excellent writing, editing, and design skills
- Thrive in fast-paced environments
- Responsively adapt to emerging opportunities
- Manage your time well
- Take initiative and are self-motivated

RADIUS is a social innovation hub at SFU's Beedie School of Business. Our vision is to create a transformed economy that is dynamic, just, sustainable, and resilient. By working with community to understand tough problems, we seek to amplify social ventures that will generate impactful solutions for systemic change.

#### **Duties and Responsibilities may include:**

- Social media scheduling and management
- Minor website updates, cleanup and edits
- Develop and manage stock photo library
- Editing and uploading blog posts for RADIUS website
- Design templates and formatting for custom media kit, lexicon, social media reporting document, and more.
- Contact management and updates into Orbis/CRM, google groups email lists
- Graphic design as required in alignment with overarching communications strategy (e.g. Knowledge Mobilization product development, comms materials for programs)



- Supporting student engagement and recruitment events, working closely with RADIUS Engagement Coordinator
- Supporting on recruitment-related comms materials (e.g. outreach emails, releases, etc.)

#### **Skills and Qualifications:**

- Active and intersectional understanding of justice, equity, diversity, and inclusion (JEDI) and its systemic impacts on social innovation, including a commitment to anti-discrimination towards race, gender, ability, sexuality, religion, and class
- Excellent communicator, clear and concise writer and provocative thinker
- Ability to think critically and work autonomously
- Ability to be flexible and work in an ever-evolving workplace
- Detail oriented with excellent editing skills
- Exceptional planning and research skills
- Fast-paced, deadline-driven, challenging environment, can multi-task and manage many different projects simultaneously
- Experience with Microsoft Suite, Adobe Creative Suite (Photoshop, Indesign)
- Alumni of Health or Civic Innovation Change Lab is an asset
- Current student in Communications or English is an asset
- Experience with Hootsuite, Facebook, and Twitter is an asset
- Experience with Wordpress is an asset

#### **HOW TO APPLY**

Please send your cover letter and resume to Alica Forneret, Manager, Communications and Recruitment, RADIUS at [aforneret@radiussfu.com](mailto:aforneret@radiussfu.com) before October 9, 2019, 11:59 PM.

Please note that we will be contacting shortlisted candidates only. We look forward to hearing from you.

RADIUS SFU is committed to creating a just, equitable, diverse, and inclusive workplace for all. We believe that social innovation is demonstrated through rich and deeply rooted experiences and collaborations with diverse communities. We strongly encourage racialized, Indigenous, and LGBTQAI2+ people to apply for the role.

*RADIUS SFU respectfully acknowledges that SFU is on the unceded ancestral and traditional territories of the xʷməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), Selilwetaʔ (Tsleil-Waututh), qíçəy̓ (Katzie), and kʷikʷəɬəm (Kwkwetlem) Nations.*