Public Engagement Programming Assistant

Job Description:

The Public Engagement Programming Assistant will report to the Sr. Communications Advisor, Public Engagement. Memorial’s Office of Public Engagement is the steward of the Public Engagement Framework, and supports collaboration and relationships between Memorial University and the people, organizations, and places we serve.

The successful candidate be responsible for:

- Understanding the role of OPE, and the goals and objectives of the Public Engagement Framework.
- Attend and participate in weekly Office of Public Engagement programming meetings and others as needed.
- Liaise with student employees (ISWEP, co-op, etc,) including onboarding, assigning tasks (in consultation with programming team,) and managing program requirements (forms, etc.)
- Update the OPE website and support ongoing website development project.
- Support the team on OPE programming, including funding and awards programs, communications and marketing, committees, events, monitoring and evaluation, and others.

Specific tasks could include:
  - Reading and providing feedback on documents.
  - Developing draft documents, plans, etc.
  - Taking and distributing detailed notes and actions.
  - Researching and compiling information from internal and external sources.
  - Assisting with development of monitoring & evaluation and surveying for events, programs, etc.
  - Communicating with internal and external partners in meetings and through email.
  - Scheduling meetings, developing agendas, and communicating with attendees.
  - Other duties, as assigned.

Job Requirements:

- Confident user of basic technology, including Microsoft Office (Outlook, Word, Powerpoint, and Excel), and social media (Facebook, Youtube, Twitter). Work-related experience with social media (Facebook and Twitter, in particular) and/or content management systems would be useful.
- Must be a registered graduate student at Memorial University.

Key skills:

- Excellent writing skills
- A creative approach to meeting established goals and objectives
- Excellent time management and organization
- Attention to detail
- Ability to multi-task and prioritize amid multiple projects/duties
- Ability to work independently
- Experience with public engagement is preferred, but not necessary.
**Rate of pay:** $22.22/hour  

**Hours:** 20 hours/week  

**Dates:** Start ASAP until end of Winter 2022 semester  

**To apply:** Please send a cover letter & resume to Rebecca Cohoe, Sr. Communications Advisor, Office of Public Engagement at rcohoe@mun.ca. Closing date for applications is Sept 24, 2021. Employment is subject to the terms and conditions of the TAUMUN collective agreement. The collective agreement can be viewed online at: https://www.mun.ca/taumun/collective_agreement/TAUMUN_CA_2019.pdf