



Position Title: Communication and Social Media Coordinator

We are looking for a communication and social media coordinator to increase MIST presence and exposure in UBC community. You will develop original content and suggest creative ways to engage with UBC students and Industry to promote our team and project. You can have significant contribution to MIST's success by exploring, identifying, and engaging with potential sponsors. If you are experienced or ambitious in communication and engagement in-person or online, we'd like to meet you.

Responsibilities:

- Create engaging text, image and video content onto our Facebook and Instagram pages
- Design posts to keep students, industry partners, and followers curious and create buzz around our team and projects
- Facilitate conversations with students and industry partners, and respond to queries
- Develop new connections with prospective sponsors and industry partners
- Explore potential outreach events to increase MIST's exposure
- Represent MIST at outreach events and conferences

Skills and Qualifications:

- Experienced in coordinating Social Media presence
- Ability to deliver creative content (text, image and video)
- knowledge of SEO, keyword research and Google Analytics
- Excellent communication skills
- Multitasking and analytical skills
- Experienced in Marketing, New media or relevant field