



The Publications Assistant Intern supports LINK magazine and the Publications Portfolio of the Marketing and Communications Department at the BCIT Student Association. During the first phase of the internship, the intern will perform an audit of current magazine operations, editorial processes, style guide and communication gaps. The intern will then help the Publisher document their findings and suggest improvements, updating the style guide, layout and design templates, contributors' workshops materials, and editorial calendar. The intern will also have an opportunity to observe and contribute to the production of an alternate publication (Apex Entrepreneurship) as the Marketing and Communications team develops a voice and brand for the publication.

Throughout the internship, the intern will be responsible for managing all LINK magazine social media properties. They will be helping to develop and post regular content while engaging prospective readers/contributors. The intern will also plan and execute an ongoing calendar of contributions to our website ([www.linkbcit.ca](http://www.linkbcit.ca))

In the final phase of the internship the intern will be deeply involved in executing the 2018/2019 strategy and editorial calendar including (but not limited to): producing and contributing to the first printed issue of the editorial cycle, recruiting and interviewing prospective student staff, and orientating incoming student contributors to LINK magazine practices and processes.

- **Title:** Publications Assistant
- **Reports to:** Publications Manager
- **FT/PT:** Part-Time
- **Contract period:** Internship
- **Wage:** \$14.90 hourly
- **Contract Period:** June - October 2019

## **JOB DUTIES**

### Link Magazine

- Coordinate deadlines of, write content for, solicit contributions to and edit content for LNK magazine website; then later, printed edition(s).
- Coordinate advertisements with Sales Representative
- Collaborate with student editors for editorial sections of Link Magazine
- Conduct interviews and write articles as required for Link Magazine

- Coordinate with internal departments in order to establish and update content
- Oversee social media presence for LINK: post and reply on our accounts, and comment externally
- Write copy for Link marketing materials
- Act as secondary contact point for publications portfolio
- Attend internal meetings, committees, and both formal & ad hoc functions, as required to increase opportunities for the department and association as a whole
- Help set portfolio-related goals and objectives as per our strategic plan
- Ensure all policies are understood and being followed in the portfolio
- Help coordinate printing with in-house and external print services
- Set up and take down related events, and participate as needed
- Coordinate student events / professional development workshops as it relates to Link, collaborate with Events Manager as needed

#### Relationship Building, Networking and Communication

- Manage and cultivate authentic relationships with all staff and key internal stakeholders, especially contributors
- Provide leadership to contributors and volunteers with effective communication, clear expectations and fairness
- Recruit new volunteer writers and other contributors
- Maintain confidentiality regarding all contributors

#### Supplementary Information

- Attend all staff meetings and training sessions as required
- Must be able to focus on a digital display for long periods of time

### **REQUIREMENTS AND ASSETS**

#### **Requirements**

- Intern must be enrolled in or recent graduate (within 3 years) of journalism, professional writing, publishing, communications or a comparable program at BCIT
- Current BCIT student
- Intermediate proficiency using Windows and Mac
- Intermediate proficiency using MS Office Suite
- Team player
- Organizational skills
- Superior written English skills
- Editorial experience
- Social Media experience (Facebook, Twitter, Instagram)
- Solid understanding of the issues relevant to student life in Canada

**Assets**

- Adobe Creative Suite experience

**APPLICATION**

Please submit your resume with the subject "Publications Assistant (Internship)" to jobs@bcitsa.ca.

*Thank you to all candidates who apply, however, only those selected for an interview will be contacted. We are an equal-opportunity employer who prides itself on the diversity of the staff we employ!*