

MAKING EVIDENCE MATTER

www.evidencenetwork.ca

Research / Social Media Assistant

Classification:

Office Assistant 4

Date Posted:

September 4, 2018

Employee Group:

AESES

Funding:

3 month, temporary

Position Category:

Part-time, 3 month temporary

Start Date:

October 1, 2018

Status:

Existing

Weekly Hours:

8-16 hrs

Salary Range:

\$16.14 - \$18.28/ hour + 6% vacation pay

Department:

EvidenceNetwork in the Richardson Sciences Building (599 Portage Ave)

Location:

Winnipeg, MB

Job Type:

Temporary

Experience Areas:

Social Media/Administration Functions

DESCRIPTION:

EvidenceNetwork.ca creates original media content on public policy topics for publication in the mainstream media and links journalists with policy experts to provide access to non-partisan, evidence-based information

We regularly publish original opeds, podcasts, posters, backgrounders, policy briefs and infographics on important policy areas. We have had more than 800 opeds published in all of the major daily broadsheets across the country and reprinted more than 5500 times, since our inception in April 2011.

RESPONSIBILITIES:

- updating social media sites with new content, as well as re-posting EvidenceNetwork.ca content.
- research and understand where experts' op-eds have been published. Manage and update information on various Excel reports
- maintain communication with experts about these reprints via email
- website updating would be required for new content that needs to be added or adjusted on EvidenceNetwork.ca
- assist with monthly eNewsletter using Mailchimp and help with further analytics on success of monthly campaigns
- assisting and planning of external meetings and presentations
- various projects, as assigned



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WEBSITE: www.evidencenetwork.ca | EMAIL: evidencenetwork@gmail.com

Evidence Network is a Canadian network of academic experts and researchers based at The University of Winnipeg

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QUALIFICATIONS:

- solid understanding of social media platforms such as Facebook, LinkedIn, Twitter, Pinterest, Instagram, etc.
- understanding of Wordpress, Mailchimp and Powerpoint would be an asset
- understanding Google Analytics and Meta-tagging would be considered an asset
- quick learner with the ability to work for periods without supervision
- fluent in French would be considered an asset
- ability to exercise tact, diplomacy and discretion when dealing with others and manage crisis in a calm, respectful manner.

OR EQUIVALENT COMBINATION OF EDUCATION, EXPERIENCE, SKILLS, KNOWLEDGE AND ABILITIES

The Collective Agreement between The University of Winnipeg and The Association of Employees Supporting Education Services (AESES), Clause 6.3, Selection for Vacancy, states: The Employer agrees that Employees with seniority shall have preference in connection with appointments so far as it is practicable to do so, provided that their qualifications are relatively equal.

The University of Winnipeg is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian immigration requirements, first preference must be given to Canadian citizens and permanent residents of Canada.

If interested please send resumes by September 21st to administrator@evidencenetwork.ca or visit our website and click on careers at the bottom to apply. We thank all who apply but only those chosen for interview will be contacted.



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