

Centre for Sustainable Food Systems

## Position Title: Academic Events Assistant

### Background

Located on unceded Musqueam territory, the Centre for Sustainable Food Systems (CSFS) at UBC Farm is a unique research centre that aims to understand and fundamentally transform local and global food systems towards a more sustainable, food secure future. The CSFS at UBC Farm is a living laboratory committed to finding solutions to both local and global challenges facing food systems sustainability and translating solutions to improve personal, community, and environmental health.

The Career Development Course aims to engage UBC students with their local food system and create opportunities to experience the working environment of a food sustainability focused organization. Students work alongside their mentor, food systems practitioners and faculty to increase their understanding and knowledge of food systems work, from organic agriculture to food production methods, food-focused community engagement, and business management.

Each year since the onset of the COVID-19 pandemic, the CSFS has hosted a 10-part webinar series highlighting the current and most pressing issues, solutions, and innovations in our food systems. In 2023, the third season of this series will have a hybrid format with both virtual and in-person events.

The Speaker Series Assistant will help with the planning and implementation of the CSFS's Future of Food 10-part speaker series.

Students are expected to enroll in the Career Development Course (LFS 496) for 3 credits in their respective programs. At the end of the placement, students will be eligible to receive course credit towards their UBC degree.

### Duties

The Speaker Series Assistant will work both remotely and in person on the following tasks:

- Assisting in identifying topics and panelists for the speaker series.
- Communicating with high calibre panelists and moderators; assisting with the scheduling of speakers.
- Creating promotional materials for the series that align with the CSFS brand and style
- Promoting the series through various internal and external communications channels with the help

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of the CSFS Communications Team.

- Planning and implementing event and webinar logistics, including but not limited to:
  - Monitoring registration and addressing any issues;
  - Tech run throughs with panelists;
  - Day-of logistics and facilitating the event
- Participating in team meetings with the Communications Team
- Arranging gifts and honoraria as required.
- Recording the webinars and making the recording public.
- Assist with tracking and reporting the series' attendance and other metrics.

## Learning Outcomes

The Academic Events Assistant will gain skills and an understanding in:

- Event organization and webinar organization
- Skillfully and respectfully communicating with academics, subject matter experts, and community members
- Graphic design
- Campaign promotion
- Mobilizing food systems research
- The CSFS's Communication strategy and style

## Preferred Qualifications

- UBC student eligible for LFS 496
- Interest and knowledge of the food system and academic research environment is an asset
- Experience organizing and executing events is an asset
- Experience communicating with researchers is an asset
- Must have experience with Zoom, Word, and Google applications. Knowledge of Adobe InDesign, Photoshop, social media scheduling and web platforms like Publr, Wordpress, and HTML are an asset
- Excellent written and speaking skills
- Excellent organizational and time management skills and attention to detail.
- Willingness to learn and desire to gain experience
- Ability to work both in a team and individually setting
- Be willing to work both in-person and online/remotely

## Supervision

This position will be co-mentored by the Communications and Marketing Manager and the Communications & Knowledge Translation Assistant at the Centre for Sustainable Food Systems.

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## Position Details

- This position begins in JANUARY 2023 for WINTER TERM 2
- Flexible schedule to be determined with the candidate
- This is an unpaid, for credit placement

## How to apply

- Apply by submitting one Adobe PDF document combining a cover letter and résumé.
- The cover letter should be maximum 500 words, state which position you are applying for, and what you hope to gain from such an experience or how you feel this experience would contribute to your overall learning and education at UBC
- **Email:** [juliana.cao@ubc.ca](mailto:juliana.cao@ubc.ca)
- All applications should clearly refer to "LFS 496 Career Development Course"
- Applications deadline **November 27, 2022 at 11:59 p.m.**
- Please no phone calls
- More information about the Centre for Sustainable Food Systems at UBC Farm can be found at [ubcfarm.ubc.ca](http://ubcfarm.ubc.ca)