Self-Counsel Press
Junior Editorial Intern

Self-Counsel Press (www.self-counsel.com) specializes in publishing practical, easy-to-understand business and legal books and forms packages catered towards small businesses. They have been publishing self-help law titles since 1971. They publish books, kits, ebooks, and downloadable products for three main markets: Canada, America, and international markets. Topic they cover include how to write a will, complete an uncontested divorce, manage an existing business, and start a new business.

- Contribute to editing books and gain experience in publishing
- Write articles that may be published on their website
- Prepare reprints and revisions of books and business forms. Duties include fact checking, research, proofreading, and page proofing
- Work in HTML/XML and other editorial projects when required

Public Works and Government Services Canada
Communications Assistant

Public Works and Government Services Canada in Vancouver has a need for support with its internal and external communications. The position is ideal for a senior student entering their second or third co-op work term.

- Draft communications material and develop communication plans
- Manage various events in a team environment
- Conduct research
- Update the Intranet site as necessary
- A high level of initiative is encouraged
- Strong organization, computer, and interpersonal skills are required

Harbour Publishing
Publishing Co-op
Student

Harbour Publishing is one of British Columbia’s leading book publishers. This award-winning independent book publishing company was established in 1974. They are known for the Raincoast Chronicles, a series of anthologies on BC coast history and culture. Harbour Publishing has published over five hundred titles including the Encyclopedia of British Columbia.

- Involve in all facets of publishing including manuscript-reading, editing, production, and marketing
- Work with professionals in developing book concepts, shaping manuscripts, fact checking, copy-editing, indexing, and proofing
- Assist in production: research and place photos, assist in designing pages and covers, oversee the process of book assembly
- Learn to plan promotional campaigns, write cover copy and press releases
- Host book events and develop a close contact with media personalities

Co-op is all about applying and expanding your knowledge, building on your skill set, exploring job options, and developing connections in your field. Here are a few examples of job opportunities available through the Arts and Social Sciences Co-op program. Co-op employers represent all sectors, including federal and provincial government departments, corporations and agencies, social services, and not for profit organizations. During four or eight month Co-op terms, SFU Co-op students are able to work locally, nationally or internationally, with the majority of positions based in Metro Vancouver and the Ottawa/Gatineau region. Undergraduate students in Co-op can anticipate payrates of $12 to $18/hour, depending on employer and position.
Adoptive Families Association of BC
Writer/Assistant Editor

Founded around a kitchen table in 1977, Adoptive Families Association of BC started as a small group of adoptive parents that gather to share ideas, information, and support. Pushing against social norms, this group of parents realized that silence around adoption did not help their children or themselves. In 1989, the BC Government provided funding which led to the establishment of an AFABC office. Telephone support, support groups, newsletter, and family events are some of the initiatives that are put forth by AFABC. AFABC now has staff and volunteers province-wide, and approximately 1,000 members.

- Research and write articles for Focus magazine on adoption related issues
- Research material to be included on the AFABC website
- Assist in updating and content development of the website
- Research, update, and produce the Intercountry Adoption Guide. The Guide is a booklet of readings and resources for families considering adopting a child from another country, or, who have already done so
- Produce and distribute e-newsletters and press releases as required

Whitecap Books
Publishing Intern

Whitecap Books was founded in 1977 by Michael Burch. Burch loved the beauty of Canada and wanted to capture its essence in gift and coffee table books. Whitecap Books is now one of Canada’s leading independent book publishers. Their full-colour gift books are on shelves across North America. Whitecap Books have a focus on food and wine, but include gardening, health and well-being, and regional guidebooks. They also publish children and youth books under Walrus Books.

- Write promotional materials including catalogue copy, back cover copy, and press releases
- Maintaining press clippings and assist with marketing and production

Centre for Digital Media
Marketing Coordinator

Vancouver’s Centre for Digital Media is located at the Great Northern Way Campus. The Centre hosts the Masters of Digital Media Program which is a professional graduate degree program in digital media. The Centre is a partnership among four BC institutions: UBC, SFU, Emily Carr, and BCIT. The Centre for Digital Media, boasts a 10,000 square-foot creative space dubbed “The Hangar” housing a large filming area complete with a sizable green screen. Film editing and rendering, as well as 3D modeling are made easier through the use of the Centre’s 280-core render farm, which supports Maya, 3DSMax, After Effects, and Blender. There is also a private recording and editing studio.

- Develop and execute marketing and online activities
- Work in a fast-paced environment that will challenge your organization and time management skills
- Produce and design communication materials such as brochures, newsletters, posters, and presentations
- Monitor website, engage in content management and maintenance
- Work with a Social Media Strategist to manage online advertising programs
- Monitor and evaluate marketing efforts and improve performance of website
- Coordinate and write media releases, web copy, and ad copy

To learn more about Arts and Social Sciences Co-op and how to get involved, go to www.sfu.ca/coop/assc where you will find detailed information about application deadlines and processes, plus eligibility requirements and a schedule of upcoming Co-op Information Sessions which are held each semester.

Waiting until 4th year is too late! You can get started with Arts Co-op in first or second year

Questions? Need to talk with a Co-op Coordinator? Email us at coop-arts@sfu.ca