

Emery Village BIA is happy to announce the approval of the 2019 Canada Summer Jobs Project. CSJ supports organizations by providing them the necessary funding to hire additional staff required while creating good quality summer job opportunities and valuable work experience for youth aged 15 to 30 within this community.

Emery BIA is looking for a summer student to contribute in:

Social Media & Digital Marketing

The Social Media Coordinator job description should contain the following duties and responsibilities:

- Develop, implement and manage Emery BIA's social media
- Collaborate with Emery staff to capture message going out to public
- Manage social media content on all platforms
- Measure the success of every social media campaign
- Keep abreast of the latest social media best practices and technologies
- Monitor SEO and user engagement and suggest content optimization
- Knowledge in Photoshop and InDesign platforms
- At least 3-4 years of experience in Social Media coordinating or similar role
- Social Media Strategist using social media for brand awareness and impressions
- Excellent knowledge of Facebook, Twitter, Instagram, and other social media best practices
- Good understanding of social media Key Performance Indicators (KPIs)
- Familiarity with web design and publishing
- Excellent multitasking skills
- Critical thinker and problem-solving skills
- Team player
- Good time-management skills
- Great interpersonal and communication skills

Please send your resume and covering letter to info@emeryvillagebia.ca with the subject heading "Summer Student Social Media".

We are looking to fill the position as soon as possible for summer 2019 position ending to be September 1, 2019.