



Katimavik

we are hiring

- POSITION** Social Media and Marketing Assistant
- TERM** 8 weeks contract, with possible extension – 15 to 20 hours per week
- SALARY** The salary is 18\$ to 25\$ per hour.
- LOCATION** Work from home anywhere within Canada

Katimavik welcomes applications for the position of Social Media and Marketing Assistant. The Social Media and Marketing Assistant will create clear and engaging content for Katimavik's social media and other communication channels and ensure that social media is updated in an attractive and creative manner to increase brand awareness.

The Social Media and Marketing Assistant will work under the supervision and in close collaboration with the Communications and Marketing Officer. The duties of this position are a mix of social media writing and coordination, graphic design, marketing, administrative tasks.

WHAT YOU'LL DO

- Participate in social media strategies and manage a content calendar to increase online engagement;
- Lead the creation of high-quality written and graphic content for social media and printed materials;
- Respond to comments and manage online communities to ensure respectful and appropriate engagement;
- Assist with any related tasks.

WHAT YOU NEED TO BE A SUCCESSFUL CANDIDATE

- A University degree, college degree or any pertinent experience in Marketing, Communications or any connected industry is an Asset.
- Understanding of online Marketing and a good comprehension of Social Media channels.
- Basic graphic design skills.
- Positive attitude, detailed oriented, customer service background and a good capability to multitask.
- **Excellent Communications skills in French and English.**



join our team

HOW TO APPLY

Send your cover letter and resume to jobs@katimavik.org. We appreciate all those who apply but will be contacting only those who are moving forward in the selection process.

WHO WE ARE

Check out our website - <https://katimavik.org/en/> and <https://katimavik.org/fr/>

Katimavik is an Equal Opportunity Employer committed to the principles of equity and inclusive employment opportunities. Candidates from equity-seeking communities including but not limited to Indigenous communities, communities of colour, and newcomer communities will be seriously considered and are encouraged to self-identify in a cover letter.