



CHIPPEWAS OF THE THAMES FIRST NATION

Chippewa of the Thames First Nation is accepting applications for the position of:
SOCIAL MEDIA ASSISTANT

Terms: Part-time contract position (5-15 hours per week) until March 31, 2021
(with possibility of extension)
Start Date: As soon as possible
Reports to: Communications Coordinator
Salary Range: \$16 per hour
Posting Date: September 10, 2020
Closing Date: September 30, 2020 at 4:00 p.m., late submissions will not be accepted

SUMMARY:

The Social Media Assistant helps the Communications Coordinator manage COTTfN's official social media accounts and creates original content. The position will take approx. 10 hours per week, but hours may vary between 5-15 hours per week. The Social Media Assistant may have the opportunity to work remotely if deemed appropriate and report to the Administration Office when required.

DUTIES:

- Develop, implement, and manage a social media strategy for COTTfN's official social media accounts, in collaboration with Communications Coordinator
- Create original content for each platform using a publishing software
- Attend events to take pictures and videos
- Report on each platform's analytics each month
- Answer social media comments in a professional manner
- Stay up-to-date about the latest social media trends

QUALIFICATIONS:

- Post-secondary student studying communications or demonstrated interest in communications
- Willingness to learn about different aspects of being a social media coordinator
- Excellent written and oral communication skills
- Excellent knowledge of Facebook, Twitter, Instagram, and Snapchat
- Excellent multitasking skills
- Critical thinker and ability to make quick, sound decisions
- Team player
- Able to maintain professional manner online

The successful candidate will be required to submit a clear Police Records Check (Level 2) as a condition of employment.

Hiring of Indigenous people will be given preference, please identify.

Interested Applicants, please email a Cover Letter, Resume, and three references (at least one work-related):

Annette Howlett, HR Manager, ahowlett@cottfn.com
320 Chippewa Road
Muncey, Ontario N0L 1Y0

The successful candidate will be required to submit photocopies of any education/training documents.

NOTE: We thank all candidates for applying; however only those selected for an interview will be contacted.
Accommodations are available on request for candidates taking part in all aspects of the selection process.

For a more detailed job description, contact Ashley Albert, Communications Coordinator, at comms@cottfn.com