



**Job Title:** Elmwood Business Coalition Representative

**Job type:** Contract/14 weeks

**Hours:** 10 hours a week

**Starting date:** ASAP

**Job Description:**

Elmwood Business Coalition is looking for an individual to visit local businesses and enterprises in the Elmwood Community. The Elmwood Business Coalition Representative is responsible for designing posts on Elmwood Business Coalition's Facebook and Instagram page. Additionally, the representative will also be responsible for conducting interviews with Elmwood business owners and creating posts after the visit. Good knowledge of social media platforms is essential.

**Qualifications:**

- Must be able to work independently to meet set outcomes and deliverables
- Must be proficient with Microsoft programs, Excel and graphic design skills are an asset
- Must have working knowledge of social media platforms
- Legally allowed to work according to the relevant provincial and Canadian legislation and regulations\*

*\*Refugee protection must be conferred under the Immigration and Refugee Protection Act. Persons awaiting refugee status, as well as those who hold a temporary visitor visa, student visa or work visa, are ineligible to participate.*

**Responsibilities:**

- Work closely with local businesses and enterprises within the Elmwood Community
- Communicate and co-operate with all Elmwood Business Coalition staff and community members
- Effectively design social media posts (Facebook, Instagram, etc.)
- Conduct interviews and report on Elmwood's local businesses and enterprises
- Perform all duties in an accurate and efficient manner
- Other miscellaneous duties as assigned

Resumes can be sent to: [jstuyck@gmail.com](mailto:jstuyck@gmail.com) with the *subject head as **Elmwood Business Coalition Representative – your first and last name***

We thank all applicants for their interest in the position of Elmwood Business Coalition Representative; However, only those selected for an interview will be contacted.