



Tantramar  
Family  
Resource  
Centre

## **Social Media and Communications Assistant**

### **Summer Student Position**

Tantramar Family Resource Centre is a not for Profit Centre whose mission is to raise the quality of life and health of local families through a variety of programs and partnerships. Recent TFRC workshops have focused on family literacy, positive parenting skills and mental health initiatives for children.

**ROLE:** The Social Media and Communications Assistant will coordinate communication activities to promote TFRC's operations. The assistant will have primary responsibility for all social media channels, creating and implementing a strategy for growth and measuring the impact and effectiveness of the social media strategy.

The assistant will also aid the Director of Operations in the development and execution of marketing, logistical, promotional and other support needed for TRFC's activities and programs.

As part of TFRC's strategy for reorganizing our database the assistant will be responsible for maintaining and updating the website to facilitate a stronger online presence, access to online registration, updating the photo library and establishing electronic templates for logistics in program execution.

**EXPERIENCE:** A background or strong interest in Computer Literacy will be required, preferably associated with Project Management and Data Management skills.

Strong social media competencies are also necessary as exposure to all forms of social media; twitter, Instagram (Hootsuite) and web site management are required.

#### **REQUIREMENTS:**

- Registered as a full time student during the previous academic year and returning to school in the Fall term of 2017.
- 30 years or younger at the start of the contract employment.
- Legally entitled to work in Canada and meet the eligibility criteria (Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act) 1.

**To Apply:** Email your cover letter and resume to [tfrcoffice@gmail.com](mailto:tfrcoffice@gmail.com) by May 31, 2017.

We thank everyone for their interest in this position, however, only those selected for an in-person interview will be contacted. Tantramar Family Resource Centre is fully committed to employment equity and encourages applications from traditionally under-represented groups such as First Nations and visible minorities.