



Job Description: Social Media Assistant

Canada Summer Jobs Position (8 weeks)

Must be between 15 and 30 years of age

Position: Social Media Assistant

Summer Position, 35h per week. Some evenings/weekends may be required

Reports to: Program Director

Rate: \$14.25/h, plus 4% vacation pay

Contract: 8 week contract

Apply: By **June 15, 2021 at 5pm**, to admin@bsamcanada.ca. **Please attach a portfolio or a link to your website that demonstrates your work.** Only those selected for an interview will be contacted. If you require accommodations, please email us at admin@bsamcanada.ca

Job Summary:

Scadding Court Community Centre, in collaboration with Black Speculative Arts Movement (BSAM) Canada is looking for a **Social Media Assistant**.

BSAM Canada is a nonprofit based in Toronto, which aims to empower, elevate, and evolve outlets of representation for artists of Black African and Afro-Caribbean descent who push imaginative boundaries of Blackness within the arts and education industries.

The **Social Media Assistant** will ideally possess strong knowledge of the digital media landscape, including various social media sites. Responsibilities include contributing to the design of promotional material, monitoring and posting on blogs and social networks, and participating in online outreach and promotions. We are looking for someone who is preferably Toronto-based and Black or Indigenous to align with our mandate of providing opportunities for marginalized artists within the industry.

This will be a work from home position, with potential flexibility for in-person work should COVID restrictions be lifted.

Responsibilities:

- Work closely with BSAM Canada executive team to design and implement social media campaigns
- Develop a calendar in cooperation with the marketing team member to determine when they will post content
- Design graphics to appear on social media sites
- Monitor analytics with marketing team member to identify viable ideas
- Create engaging blog and social media content
- Assist in the general distribution of press releases and media alerts to partners and other outlets that align with BSAM Canada
- Provide support to the marketing personnel

Qualifications:

- Strong oral and written communication skills
- Proficient knowledge of Instagram, Tiktok, Facebook, and Twitter
- Some experience with social media analytics
- Knowledge of design software like Adobe Creative Suite, Canva, or other digital design software
- Strong organizational and planning skills
- Verbal and written proficiency in multiple languages an asset
- Own computer, access to internet and quiet workspace

Scadding Court Community Centre is an equal-opportunity employer.
Visit scaddingcourt.org to learn more about who we are and what we do.