



Job Opportunity
Social Media Assistant – Summer Position
(30 hours per week)
Innisfil ideaLAB & Library (www.innisfilidealab.ca)

Position Description:

The Social Media Assistant – Summer Position will work collaboratively with our dynamic Programming and Community Development teams to support communications activities promoting the Library, its collections and the suite of exciting and engaging programs offered for all ages. Working closely with Team Summer, the Social Media Assistant will use their creative skills to promote summer programs at the Library. The Summer Social Media Assistant will create engaging content for the Library's social media platforms and may assist with creating and developing communications materials for print and web site content. They will also use website and social media analytics tools to create reports.

Qualifications:

- Between the ages of 15 and 30 (grant requirement);
- Must be available to work flexible hours, including evenings and weekends, at all branches of the library system;
- Excellent interpersonal communication skills, able to work independently and as part of a team, takes initiative, and thrives in an environment that encourages self-directed time-management;
- Excellent written communication skills and attention to detail;
- Excellent technology skills, including software like Zoom or Google Meet, familiarity with Microsoft Suite and Google Docs, comfort with mobile devices and tablets and with video creation, photography and editing.
- Knowledge of various social media platforms and trends;
- Valid driver's license and reliable transportation;
- Police records check is required.

Fourteen-week position starting the week of Monday, May 16 2022, with a 30-hour workweek.

Salary: \$17.00 per hour

Note: This opportunity may change due to funding and COVID-19, including moving to virtual offerings.

Relevant Policy Information

The Innisfil ideaLAB and Library is committed to the health, safety and well-being of the Library's workplace community and members of the public. The Library has implemented a COVID-19 Vaccination Policy strongly encouraging vaccinations for all employees who can be vaccinated against COVID-19 (respectful of Ontario Human Rights Code considerations). The Policy requires mandatory disclosure of vaccination status and full compliance with the policy requirements. All new employees (and re-hires) are subject to the COVID-19 Vaccination Policy and COVID-19 Vaccination Procedure as a condition of employment and disclosure of vaccination status is required prior to commencing employment.

Please mail or email resumes by 5:00 p.m. on Tuesday, February 1, 2022 to:

Job Opportunities

Innisfil ideaLAB & Library

967 Innisfil Beach Road, Innisfil, Ontario, L9S 1V3

Email: jobs@innisfilidealab.ca

Subject line to read: Social Media Assistant – Summer Position

We thank all applicants for their interest; and advise that only those selected for an interview will be contacted. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes.

Accommodations for disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation, please contact the Deputy Chief Librarian.