



# SUMMER EMPLOYMENT

## OFFICE ASSISTANT (Fund Raising)

This is a contract position for 7 weeks in July and August 2018.

The contract is for 30 - 40 hours per week with some evening and weekend activities.

**Starting Date:** July 2018

**Wages:** \$14.00 per hour

**Qualifications:**

Must have been enrolled full time in school (college or university) during this past term and must be returning to school full time in September 2018.

**Duties:**

Under the direct supervision of Fund Raising Manager you will assist in enhancing our brand and build strong online communities through our various social media platforms. The Social Media student will be responsible for developing and administering social media content that is designed to engage users and create an interactive relationship between consumers and the company. The successful candidate will also be required to collect and review social media data to develop more effective campaigns.

- Develop social media campaigns that help to achieve corporate marketing and fundraising goal.
- Manages company social media channels, including Face book, Instagram, Twitter, and other relevant platforms
- Works as part of a team to develop large social media campaigns. (Go Fund Me Campaign)
- Monitor NVT's social media accounts and offer constructive interaction with users
- Uses timelines and scheduled content to create a consistent stream of new content for audience interaction while analyzing, managing, and altering schedules where necessary to optimize visits.

**To apply for the above position, email your cover letter and resume to [Imacdonald@newvisiontoronto.com](mailto:Imacdonald@newvisiontoronto.com). Please include in the subject line of your email "Summer Employment". Applications to be submitted by May 17, 2018 or sooner. We thank all applicants. Only those to be interviewed will be contacted.**

May 9, 2018 HR