

<b>Digital &amp; Event Marketing Assistant</b>	
<b>Position Type:</b>	Graduate Transition to Employment Program (GTEP)
<b>Job Title:</b>	Digital & Event Marketing Assistant
<b>Job Location:</b>	St. John's Board of Trade Office – 34 Harvey Road, St. John's, NL, A1C 2G1
<b>Salary:</b>	\$16 per hour, 30 hours per weeks
<b>Job Description:</b>	<p>Digital &amp; Event Marketing Assistant</p> <p>As the Digital &amp; Event Marketing Assistant, you will be responsible for coordinating external communications on various social media platforms. We are looking for a natural storyteller, an enthusiastic communicator with a creative flair, that will help celebrate our members.</p> <p>The Digital &amp; Event Marketing Assistant will:</p> <ul style="list-style-type: none"> <li>• Execute weekly social media campaigns across Meta (Facebook / Instagram), X (Twitter), LinkedIn and MailChimp</li> <li>• Schedule and help produce weekly social media content.</li> <li>• Execute weekly e-news on Mailchimp.</li> <li>• Monitor St. John's Board of Trade social media channels and assist with member engagement initiatives.</li> <li>• Assist with digital content during events, including event promotion, live updates, and social posts.</li> <li>• Assist with event advertising on social media and company website.</li> <li>• Report and collaborate with Communications team on all copy, images and other graphics.</li> </ul>
<b>Job Requirements:</b>	<ul style="list-style-type: none"> <li>• Degree in Marketing, Communications, or Business Administration</li> <li>• Ability to communicate effectively and persuasively, both in writing and verbally.</li> <li>• Ability to tailor your messages to difference audiences.</li> <li>• Ability to use MS Office, Canva, Hootsuite, Mailchimp and other graphic design applications.</li> <li>• Excellent attention to detail and follow-through</li> <li>• A can-do attitude and excitement to meet new people</li> </ul>
<b>Targeted Degrees and Disciplines</b>	<ul style="list-style-type: none"> <li>• Degree in Marketing, Communications, or Business Administration</li> </ul>
<b>Application Deadline</b>	<ul style="list-style-type: none"> <li>• October 13 at 5:00 p.m.</li> </ul>
<b>Application Procedure</b>	<ul style="list-style-type: none"> <li>• Employee email</li> <li>• jobs@bot.nf.ca</li> </ul>
<b>Application Material Required</b>	<ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> </ul>

**Additional  
Information:**

The St. John's Board of Trade is where Business and Opportunity connect. With over 700 members companies and growing, we are looking for a dynamic, friendly, and forward-thinking individual to support our busy team.

If you're looking for a role that will allow you to get creative and reach new goals, while supporting the business community, then this role is for you!