



Idawe • Learning Disabilities Association of Windsor-Essex County

Job Posting 2023-06

Position: Social Media Assistant

Posting Status: Part-time Contract – 6 Months (Remote with occasional on-site meetings, events and activities as needed) (Start date: November 27, 2023)

Hours: up to 10 hours per week

Salary: \$18 - 20 per hour

Details:

The Learning Disabilities Association of Windsor-Essex County is a dynamic and innovative leader committed to investing in individuals affected by learning disabilities so they are accepted, supported and empowered. We believe in the power of social media to connect with our audience and make a positive impact. We're seeking a Part-Time Social Media Assistant to join our team and help us strengthen our online presence.

Duties:

- **Content Creation** – Creating engaging and relevant content for various social media platforms;
- **Social Media Management** – Managing and scheduling posts across different platforms, maintaining a consistent online presence and responding to comments and messages.
- **Audience Engagement** – Interacting with our online community, fostering discussions and building solid relationships with followers.
- **Analytics and Reporting** – Monitoring and analyzing social media performance metrics to assess the success of campaigns and provide insights for improvement.
- **Trend Research** – Staying up-to-date with industry trends and emerging social media platforms to ensure our company's online presence remains current.
- **Collaboration** – Working closely with the management team to align social media content with overall marketing strategies, identify growth and improvement opportunities, and provide recommendations to enhance our social media efforts.

Required/Preferred Qualifications:

- Effective verbal and written communication;
- Strong creativity and the ability to generate innovative content ideas;
- A passion for social media and digital marketing;
- Proficiency in social media management tools (i.e. Hootsuite, Canva);
- Proficiency in social media platforms, including Facebook, Instagram, Twitter, and LinkedIn;
- Basic knowledge of social media analytics tools;
- Ability to work independently and as part of a team;
- Excellent time management and organizational skills;
- Experience in a similar position as an asset;

Conditions of Employment:

- Post-secondary education in a related area of study or working towards;

How to Apply:

Apply in writing with a cover letter and resume stating your qualifications to Andrea Catalano, Manager of Human Resources & Community Relations, by 4:00 pm Tuesday, November 2, 2023, at jobs@ldawe.ca.

Accommodations:

LDAWE welcomes and encourages applications from people with disabilities. Accommodations are available on request to candidates taking part in all aspects of the selection process.

We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret that we cannot confirm that our office has received resumes.