

SOCIAL MEDIA ASSISTANT

Quirk Social Ltd.

Job title	Social Media Assistant
Location	Quirk Social Offices inside The Social Spot Marketplace (208 1st Street West, Cochrane, AB)
Terms	Permanent part-time (approx. 15-20 hour/week, varies) with potential to increase to full time
Starting Wage	Based on applicants qualifications and skill set

ABOUT US

Quirk Social is a social media & event management company based in Cochrane, Alberta. We focus on building the bridges to connect people with what they need - whether it be the public looking for an enjoyable event, a small business connecting with their ideal client, a local entrepreneur showcasing their handmade goods or a non-profit raising funds for an important project. Through our social media platforms and onsite events, we encourage, promote and highlight local small businesses to help facilitate their successes. We believe in supporting local businesses as best we can, and have recently opened a retail store focused on locally made & inspired goods in Historic Downtown Cochrane - The Social Spot Marketplace.

ABOUT THE ROLE

Reporting to the CEO, the Social Media Assistant position is primary responsible for supporting and managing our client's social media accounts. This role's main goal is to support the current client workload, while engaging in the growth of the business and onboarding new clients.

RESPONSIBILITIES & DUTIES

- Build and foster relationships with current & potential clients.
- Facilitate the onboarding of new clients.
- Create content including writing copy, creating graphics, manipulating video/photo content.
- Manage social media accounts including scheduling posts, responding to messages/comments
- Create and deliver analytic reports.
- Keep your finger on the pulse of social media trends & best practices.
- Represent both ours & our client's companies in a professional manner, while maintaining brand integrity.
- Facilitate social media workshops for small business owners, alongside the CEO.

QUALIFICATIONS

- Thorough understanding of social media platforms, including backend systems.
- Previous experience managing social media accounts preferred.
- Computer proficient – familiarity & experience with Google Docs, Canva, Creator Studio and Trello a definite plus.
- Previous marketing experience is an asset.
- Detail oriented, fast learner, ability to multitask with strong organizational skills
- Ambitious attitude with a desire to learn and grow in the position.
- Friendly, outgoing and professional demeanor - non-negotiable :).

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REQUIREMENTS

- Due to the nature of social media, some evening and weekend work will be required.
- Use of personal phone and laptop.
- This position will be cross-trained on store operations in the case that coverage is required.
- *Note: Our office is only accessible by stairs.*

TO APPLY

Please send your resume along with an email briefly detailing your remuneration expectations, availability, experience (including links to social accounts you've managed, if applicable) and why you think you'd be a good fit for this opportunity to Kailey Leonzio, CEO – hello@quirksocial.ca with “Social Media Assistant” in the subject line.