



## MARKETING & EVENTS ASSISTANT

### HOURS

- Part-Time / Flexible ~15 - 20 hours/week
- Hours will vary depending on campaign and event schedules, with evenings and weekends required during key promotional and event periods.

### LOCATION

Quirk Social offices, 104 2nd Ave, Cochrane, AB (above The Social Spot Marketplace)

### ABOUT QUIRK SOCIAL

Quirk Social Ltd. is a female-led, locally owned marketing and events company creating some of Cochrane's most loved community experiences – including Bow Valley Boot Stomp, Cochrane Pet Expo, Cochrane Food Festival, and more. We highlight local talent, bring people together, and create unforgettable moments.

We also operate The Social Spot Marketplace, a retail store featuring locally made and inspired goods in Historic Downtown Cochrane, reflecting our commitment to supporting local businesses wherever we can.

### ABOUT THE ROLE

This is a hands-on, hybrid marketing and events support role responsible for helping execute both the marketing and operational sides of Quirk Social events and campaigns.

The role includes a mix of digital marketing support, content coordination, event promotion, administrative tasks, and onsite execution support during events.

We are looking for someone who is fast to learn, highly organized, proactive, and comfortable working in a fast-paced environment, with the ability to shift between marketing execution and event support as needed.

This is a summer-focused role with strong potential to grow into a longer-term position as the organization continues to expand.

### KEY EVENT DATES SUMMER 2026 (REQUIRED AVAILABILITY)

This role includes onsite support and event promotion during these key summer events:

- Festival Fits Fashion Show - May 30
- Canada Day - July 1
- Bow Valley Boot Stomp – July 24 & 25
- Labour Day Parade – September 7

## KEY RESPONSIBILITIES

- Support promotion of events through physical & digital marketing materials
- Assist with digital marketing execution (social media scheduling, content uploads, campaign coordination)
- Manage and organize content using Canva, Google Drive, Asana, and Mailchimp
- Assist with event admin tasks (forms, logistics support, scheduling, prep work)
- Ensure marketing materials and deliverables are accurate and on time
- Maintain consistent branding and organized content systems
- Track basic campaign performance and engagement metrics
- Support onsite event operations and troubleshooting as needed
- Provide support to the CEO and Digital Marketing Coordinator with other admin related tasks

## WHAT WE'RE LOOKING FOR

- Highly organized, fast learner, and adaptable
- Outgoing and confident engaging with the public
- Strong interest in marketing, communications, or event execution
- Comfortable in fast-paced environments with shifting priorities
- Strong attention to detail and multitasking ability
- Familiar with Instagram, Facebook, and TikTok
- Canva, Google Docs, Asana, and/or Mailchimp experience is an asset
- Flexible availability including evenings and weekends during events
- Professional, proactive, and team-oriented

## WHY JOIN US

- Hands-on experience in real event marketing and execution
- Opportunity to support some of Cochrane's most exciting community events
- Work with a small, collaborative team
- Gain practical skills in marketing, content creation, and live event coordination
- Opportunity to grow as the organization scales

## OTHER IMPORTANT REQUIREMENTS

- Must be able to lift 20–30 pounds
- Job can be physically demanding, including standing, carrying, and lifting for long hours
- Office is only accessible by stairs

## TO APPLY

Send your resume and a short cover letter explaining why you'd be a great fit. Please include your remuneration expectations and confirm your summer availability.

Send applications to:

Kailey Mitchell, CEO – [hello@quirksocial.ca](mailto:hello@quirksocial.ca)

Subject line: "Marketing & Events Assistant"

We appreciate your interest; only those selected for an interview will be contacted.