

In the heart of the city of London, Downtown London! (London Downtown Business Association; and Main Street London) is currently seeking a talented social media representative to join our team! Reporting to the Manager of Programs and Partnerships, this will be an opportunity to support the growth of downtown's business improvement association (BIA), its members and merchants.

Downtown London's Goals are to create:

- 1) Create a welcoming and vibrant downtown,
- 2) Create a diversified economic base,
- 3) Be a champion, catalyst, and liaison for the downtown and its members,
- 4) Provide strong member engagement and support.

Vision: Downtown London represents a thriving, progressive, and welcoming district in the heart of the city. The people that own businesses, visit, work, learn, and live in the district are the essence of its vibrancy and diversity.

Mission: To represent and support its members, fostering a strong, thriving downtown in the economic and cultural heart of the City of London.

The successful candidate will have proven customer service, social media management, and website management skills. They are friendly, welcoming, outgoing, resourceful and professional with a positive attitude who is capable of working in a busy office environment.

Essential Qualifications:

- Strong customer service skills
- Strong communication skills
- Professional
- Excellent organizational skills and attention to detail
- Work effectively in a team environment
- Takes initiative and ability to be self-directed
- Advanced ability to problem- solve
- Resourceful
- Collaborative and the ability to identify and align common goals
- Strong initiative
- Basic accounts payable skills
- Social media experience and support
- Solutions focused
- Experience with Adobe Creative Cloud or other video editing software is preferred, but not required
- Knowledge and love of the downtown would be considered an asset

Duties for this position include:

- Develop content for social media
- Edit social media photo and video content
- Capture photos and videos at member events
- Support in social media scans of member and downtown partner accounts
- Maintain a photo database
- Support organizational campaigns and promotions
- Support of the 2023 Downtown for the Holidays campaign
- Other administrative duties and staff support as required

Additional Information:

Part time – 10 to 20 hours per week. Flexibility on evening/weekends/early mornings is required

Temporary contract position with the possibility to extend

Please forward all resumes to Hailey Etchen, Manager of Programs and Partnerships.

Via email: hailey@downtownlondon.ca.

We thank all applicants for their interest, however only selected candidates will be contacted.

