

Simcoe & District Chamber of Commerce - Canada Summer Job Placement Opportunity:

Social Media/Office Assistant

POSITION SUMMARY:

Under the supervision of the Executive Director, the summer staff is responsible for the verification and revision of data used in various Chamber publications and directories; participates in the development and delivery of special events, assists Chamber clients and Members; and, assists with the general operation of the Chamber of Commerce office.

- 1) With the participation of all staff, compose and post social media content
- 2) Update and verify information within the Chamber membership database.
- 3) Assist in operating and maintaining the Chamber's website and online business directory.
- 4) Perform marketing duties for community projects involving the Chamber and/or Members.
- 5) Performs clerical duties in a computerized office environment (MS Office + custom software)
- 6) Respond to information requests from Chamber Members and the general public.
- 7) Handle cash, cheque, credit/debit card transactions.
- 8) Provide support/vacation relief to staff, as required.
- 9) Participate in social and/or fundraising projects, as required.
- 10) Perform other duties, as assigned.

CONDITIONS OF EMPLOYMENT:

Must meet the requirements of the Canada Summer Job program.

May occasionally be required to work outside of normal office hours. Must be bondable.

TERM OF EMPLOYMENT:

July to August, 8 weeks – In office @ 10 Argyle St. Simcoe

WEEKLY SCHEDULE: 34.5 hours; Monday-Thursday 8:30 am – 4:30 pm; Friday 8:30 am – 4:00 pm

COMPENSATION: \$17.20 per hour, payable bi-weekly

Deadline: May 23, 2025

Resumes or questions? Please contact Karen at general.manager@simcoechamber.on.ca