

## **SOCIAL MEDIA/MARKETING ASSISTANT (Evergreen Park)**

Evergreen Park is searching for someone who is creative and passionate to help us share our brand through social media, marketing campaigns, and community engagement.

If you've got a knack for writing; a good eye for visuals; are comfortable engaging with the public and enjoy working in a fast-paced, fun environment — this could be a good fit for you.

This position would be on a contract basis. .

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### **What You'll Do:**

#### **Social Media:**

- Work with our team to help plan and create content for the Park's various social media platforms
- Be able to write posts; create graphics; and capture photos/videos to bring our brand to life
- Engage with our social media followers — potentially reply to comments, answer DMs, and help grow our online community
- Work with our team to track what's working (and what's not) and provide suggestions on what might need to be adjusted

#### **Marketing Support:**

- Help create digital and print marketing materials (ads, flyers, brochures, posters, newsletters)
- Help keep our website up-to-date with fresh, accurate content
- Support event marketing before, during, and after events — sometimes even snapping content live!
- Assist with advertising placements (online, radio, print, etc.)

#### **Events:**

- Attend events to wave the Evergreen Park flag
  - Provide suggestions on what events Evergreen Park could create, but also be available if help is needed at current Park events
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### **What We're Looking For:**

- Some education or work experience in marketing, communications, or a related field
- Comfortable using social media tools

- Strong writing and editing skills
  - Experience with Canva (or similar design tools)
  - Organized, reliable, creative, and flexible — able to do more than one task at a time
  - Some knowledge of Evergreen Park and what we offer
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### **Extra Skills That Would Be Awesome (But Not Required):**

- Photography and/or video editing
  - Experience running social ads or Google Ads
  - Basic understanding of SEO and Google Analytics
  - Email marketing experience
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### **What's in it for You:**

- Work with a creative, collaborative team
  - Opportunities to learn and grow your skills
  - A variety of interesting projects — no two days are the same
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### **How to Apply:**

Send us your resume, a short note about why you think you'd be a great fit, and if possible, a few samples of your work (social posts, designs, etc.) to [denise@evergreenpark.ca](mailto:denise@evergreenpark.ca)

We are looking forward to hearing from you!