



Do you pride yourself on making a difference in the lives of others? Are you passionate about animals and animal welfare? The Oakville & Milton Humane Society is a registered charity that is committed to protecting and caring for animals.

We have an opportunity for a **Social Media Coordinator** to join our team and work in a fast paced, exciting, and growing organization. *This is a Canada Summer Jobs position for a period of 8 weeks, 35 hours per week.*

The Social Media Coordinator (SMC) will work with the Manager of Marketing and Communications. The SMC is responsible for helping plan, develop and implement OMHS's overall social media strategy in order to support and improve online presence and the overall digital marketing efforts. OMHS social media platforms consist of Facebook, Twitter, Instagram and YouTube. Key Responsibilities include but are not limited to:

- Help develop, implement, and manage our social media strategy
- Update content on the OMHS website as required
- Define most important social media KPIs
- Manage and oversee social media content
- Help measure the success of every social media campaign
- Stay up to date with latest social media best practices and technologies
- Use social media marketing tools such as HootSuite
- Collaborate with other OMHS departments
- Track and analyze SEO in order to provide effective solutions for content optimization

#### BASIC QUALIFICATIONS:

- Education: working towards obtaining a college or university diploma/degree in a related field (i.e. Marketing, Communication, Public Relations, etc.)
- Proficient in Microsoft Office and a variety of Social Media platforms
- Minimum one (1) year WordPress experience an asset
- Experience working in a fast-paced environment
- Clear Criminal Background Check

#### PREFERRED QUALIFICATIONS/SKILLS:

- Excellent interpersonal skills with the ability to build relationships with key internal and external stakeholders
- Demonstrated ability to work within a team environment
- Demonstrated ability to work independently but consults with Manager as necessary
- Demonstrated diplomacy, tact and discretion
- Flexible and adaptable approach to changing situations
- A demonstrated compassion towards people as well as animals
- Demonstrated ability to work with diverse groups of people

***This is a Canada Summer Jobs position. Employment will be for a period of 8 weeks. Applicants must be between the ages of 15-30 years old and be a Canadian resident to be qualified.***

**Interested applicants please submit a cover letter with resume to;**

**[fundraisingcareers@omhs.ca](mailto:fundraisingcareers@omhs.ca) no later than May 20, 2022.**

**Commitment to Diversity and Accessibility:**

The Oakville & Milton Humane Society believes that diversity and inclusion is about creating a culture that embraces the uniqueness of individuals and the communities in which we serve. We are committed to providing inclusive services where all staff, volunteers, donors, members, and customers feel respected and valued, regardless of origin, age, race, colour, sexual orientation, religion, gender, gender identity or expression, disability, social economic status, or any other bias.

We strive to create a safe and judgement free environment, in which we draw on the differences in who we are, what we have experienced, and how we think. We foster a workplace, and engage communities, where differences and abilities are valued, and everyone has access to the same opportunities.

If contacted in relation to a job opportunity, please advise the HR Manager of accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.