

## **Job Description – Canada Summer Jobs (CSJ) Social Media Coordinator**

- Collaborate on marketing campaigns and assist with marketing strategy, key messages, content creation, and promotion execution.
- Create materials for magazines, subscriptions, website, flyers, social media graphics, etc.
- Writing features for weekly newsletter.
- Assist in creation of social media messaging and content for multiple channels including Facebook, Instagram, and TikTok.
- Assist with special events and festivals.
- Provide on-site support during events to ensure smooth operations.
- Coordinate with internal teams and external vendors for successful event execution.
- Supporting chefs with weekly cooking classes by interacting with attendees, purchasing groceries from Market vendors, serving, and cleaning up.
- Supporting our Sampling Sundays program by connecting with in house vendors to feature weekly samples to the public.
- Administrative duties such a filing, answering phones and other related duties.
- Must be willing to work weekends and flexible hours

### **In order to be eligible, participants must:**

- Be between 15-30 years of age, at the start of the funded position.
- Be a Canadian Citizen, permanent resident, or someone to whom Refugee Status has been granted/conferred.
- Have a valid SIN and be legally entitled to work according to the relevant provincial or territorial legislation and regulations.

**International students**, and those who are here in Canada on a work, youth, or visitor visa/permit are not eligible for the program. These youth often have a SIN beginning with "9".

**If you think you are a good candidate for this position, please email your cover letter and resume to Sam at [sregier@coventmarket.com](mailto:sregier@coventmarket.com)**