



Now hiring! We are looking for a student who has a positive outlook, loves taking pictures, digital media and is passionate about going places! Do you have what it takes to be a part of a dynamic team for the summer? Do you like posting to social media about fun events happening around you? If you do please see the Digital Media Coordinator description for more information and then send in your resume!

Position:**Digital Media Coordinator****Status:**

Summer employment

Job Level:

Student

Job Address:

1095 Todd Rd.
Box 933
Cache Creek, BC
V0K 1H0

Position:**Digital Media Coordinator****Status:**

Summer employment

Job Description: Digital Media Coordinator

We require a digital media coordinator with a passion for tourism, photography and digital media.

Reception/Communication - greeting and working with the general public, stakeholders and board members. Answering phone inquiries, replying to general information requests with accurate information. Responding to emails.

Teamwork - Working directly with the Executive Director, and Administrative Assistant on projects as well as working independently.

Managing the image bank on Flickr and digital files. Naming, tagging and uploading new images. Organizing and categorizing all images on the Image Bank. Collecting community event information and posting onto the www.exploregoldcountry.com website. Assisting with production of the Gold Country Trail Map and Gold Country Visitor Guide. Creating social media posts promoting events in Gold Country. Assisting with developing new imagery.

Research – updating event calendars, and stakeholder/business contact lists.

Networking – setting up for events, tradeshow, and workshops.

JOB REQUIREMENTS

Qualifications:

- Digital media, photography and social media skills.
- Familiar with Instagram, Twitter, and Facebook
- Microsoft Word, Excel and Publisher
- Proven discretion and confidentiality of personal information and administration.
- Good verbal and written communication skills.
- Enrolled in High School or College
- Criminal Record Check is mandatory
- Must be enrolled in either High School, College or University.

Application Process:

Interested applicants are asked to submit a resume to Gold Country by email at **goldcountry@telus.net** to the attention of Marcie Down, Executive Director.

Further information of the Gold Country Communities Society can be found on the website: www.exploregoldcountry.com.