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

Gold Country Communities Society is **hiring** for the following positions:

Who are we? Please see <https://www.exploregoldcountry.com/>

Office Clerk - *37.5 hours per week.*

This student position is temporary full-time (24 weeks), 9am – 5 pm, Monday to Friday, starting at \$14.60. Please apply at goldcountry@telus.net. Candidates must qualify through the ASETS program. <https://www.aswa.ca/asetts>.

Administration Assistant - *37.5 hours per week.*

Position is temporary full-time (24 weeks) 9am – 5 pm, Monday to Friday, starting at \$16.00. Successful candidate must qualify through the WorkBC program. Please send resume, cover letter and references to goldcountry@telus.net.

Photographer – *Special thanks to the Canada Student Grant program.*

We are looking for a highly motivated student photographer. Starting wage is starting at \$14.60. Schedule is flexible. Successful candidate must have own vehicle, camera and be familiar with Adobe Creative Suite, Apple products and have excellent communication skills.

Social Media Community Manager – *Special thanks to the Canada Student Grant program.*

We are looking for a highly motivated student who is very familiar with Instagram, Facebook, Youtube, Google, social media analytics, TiKTok and Twitter. Starting wage is starting at \$14.60. Schedule is flexible.

Applicants must be familiar with Microsoft word, Wordpress, Adobe Creative Suite, Apple products and have excellent writing and communication skills. The successful candidate will be writing and posting for social media posts on all digital media platforms, working with a team, and working independently.

Website and graphic designer – *37.5 hours per week. Special thanks to ASETS for this employment/training opportunity.*

Position is temporary full-time (27 weeks) 9am – 5 pm, Monday to Friday, starting at \$15.20 and includes coverage of preapproved training courses. The successful candidate will be assisting with advertising, logo and website design/building, sales, marketing, and promotion. Successful candidate must be adept at Microsoft word, Wordpress, Adobe Creative Suite, Apple products and have excellent writing and communication skills. Candidate will be working independently and with GCCS Staff.

For more information on these positions and requirements please contact goldcountry@telus.net. To apply for one of these positions please email to goldcountry@telus.net your resume, cover letter and references. Successful candidates must also have a criminal record check done prior to starting the position.