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## **Social Media Coordinator**

**Term - Part Time (5 hours/ week)**

### **Position Purpose and Summary:**

Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba, Inc. (IRCOM), the Social Media Coordinator, under the supervision of the Executive Director, will carry out the following duties and responsibilities:

- Create content for IRCOM's social media platforms
- Monitor and update IRCOM's Twitter, Facebook, Instagram and LinkedIn accounts
- Create graphics for various campaigns and posts
- Maintain and share current information on topics important to IRCOM's work
- Gather information, photos or videos at IRCOM events as requested
- Complete tasks in a timely, efficient and accurate manner
- Perform other duties related to this role as assigned

### **Required Qualifications:**

- Excellent knowledge of all Social Media platforms and support software including Facebook, Twitter, Instagram, Hootsuite etc.
- Creative outlook with ability to follow brand guidelines and cater to target audiences
- Strong communication skills with the ability to pitch and express ideas clearly
- Ability to work independently, take initiative and generate new ideas to advance the IRCOM brand
- Demonstrated capability to work under pressure, meet tight timelines and adjust to new priorities
- Intermediate level experience with social media best practices
- Ability to multi-task with strong attention to detail
- Patient, positive attitude, hardworking, organized, reliable
- Proven ability to work with people from diverse cultural backgrounds
- Must undergo Criminal Record Check, as well as have a clear Child Abuse Registry Check
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <https://www.ircom.ca/aboutus/work-here/>)

### **Desired Qualifications:**

- Graphic design skills with the ability to learn new software is an asset

**Hours of work:** This is a 5 hours per week position until March 26, 2021, requiring flexible schedule.

**Wage:** \$15.50/hour

**Application Process:** All applicants must be legally entitled to work in Canada.

IRCOM as an organization seeks to reflect the community members it serves. IRCOM supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

Applications must be received by **12 pm, noon on Wednesday, September 23, 2020.**

Please direct applications and inquiries to:

HR - Selection Committee  
95 Ellen Street  
Winnipeg, Manitoba R3A 1S8  
Email: [hr@ircom.ca](mailto:hr@ircom.ca)  
Fax: 204-943-4810

We thank all who apply and advise that only those selected for further consideration will be contacted.