



Social Media Community Manager (Summer Student Position)

Richmond Multicultural Community Services (RMCS) is a non-profit organization committed to serving diverse communities of Richmond over 35 years. We do this by providing services for newcomers as well as multiculturalism and diversity work. RMCS invites application for the following position:

Social Media Community Manager (Full-Time: 35 hours per week)

We are looking for a Social Media Community Manager to join our team for the summer of 2024. You will be supporting our Social Media and Community Outreach Specialist to increase our online presence and improve our marketing efforts. You will be working closely with the Management Team.

You need to be creative, self-motivated, enthusiastic, and community-driven to take on this exciting role. This position requires someone equipped with a positive attitude and readiness to be a team player. This is a contract position that runs from May 15, 2024 to August 15, 2024.

Job Responsibilities:

Under the direct supervision of the Social Media and Community Outreach Specialist, this position will do the following:

- Developing a social media strategy: The social media assistant will work with other members of the marketing team to create a comprehensive social media strategy that aligns with the overall marketing goals of the organization.
- Creating and curating content: The social media assistant is responsible for creating original content, as well as curating content from other sources, that is engaging, informative, and aligned with the brand's messaging.
- Managing social media accounts: This includes managing the organization's social media accounts on various platforms (e.g., Facebook, Twitter, Instagram, LinkedIn) and ensuring that content is posted on a regular basis.
- Engaging with followers: The social media assistant should actively engage with followers by responding to comments and messages and participating in online conversations and communities.
- Monitoring analytics: The social media assistant should regularly monitor social media analytics (e.g., reach, engagement, conversions) and adjust the social media strategy accordingly.



- Staying up-to-date on social media trends: The social media assistant should stay informed about emerging trends and best practices in social media marketing and adjust the organization's strategy accordingly.

Qualifications:

- Studying in communications, marketing, business, or related fields;
- Excellent knowledge of Facebook, Twitter, LinkedIn, Instagram, Hootsuite, Tiktok and Canva (preferred);
- Excellent multitasking skills;
- Critical thinker and problem-solving skills;
- Team player;
- Good time-management skills;
- Great interpersonal and communication skills;
- Outstanding written communication and presentation skills;
- Friendly, enthusiastic, and positive attitude;
- Detail-orientated with the ability to manage multiple projects at a time;
- Must be full-time students returning to work in September 2024
- Must be a Canadian Citizen or a Permanent Resident

Wage: \$16.75/hour

Posting Close: April 30, 2024

Please apply with cover letter and resume to:

Attention: Yoshimi Vanrenen, Executive Assistant

Richmond Multicultural Community Services

210-7000 Minoru Boulevard

Richmond, BC V6Y 3Z5

Fax: (604) 279-7168

Email: yoshimi@rmcs.bc.ca

RMCS values diversity and is committed to fostering an inclusive workplace. We appreciate all candidates for their interest; however, only those chosen for an interview will receive further communication. We encourage individuals from equity-deserving groups to apply and bring their unique perspectives to our team.