



Digital Media Coordinator

Recreation Manitoba is looking for...

- Someone to manage our digital media. This would include our social media accounts, and newsletter.
- This is an opportunity for an independent contractor or someone looking for a casual part time position.

The goal of the role is to;

- Increase engagement with Recreation Manitoba members and followers.
- Increase awareness of Recreation Manitoba programs, services and events.
- Promote the importance and benefits of parks and recreation.

Currently;

- Our social media accounts include Instagram, Twitter, Facebook, LinkedIn, and YouTube. We use Hootsuite to manage these accounts.
- We do a weekly newsletter using MailChimp.
- We use Canva to create images, video etc.

You will;

- Produce engaging content for the platforms and newsletter however we aren't looking for an award-winning graphic designer or videographer.
- Provide input into our social media and newsletter calendar and plans, then execute these plans.
- Provide analytics to help us make better decisions and plans.
- Remain up to date with changes in platforms to ensure we are using them to maximum effectiveness.
- Facilitate conversations, respond to queries and provide feedback received.
- Seek out relevant links, stories and content that we can include in our newsletter and social media.
- Work remotely but we'd like it if you came to visit us occasionally for a coffee at the office (not mandatory).

You are;

- Someone who believes that fun and play are vital to a great day, and that parks and recreation are essential healthy and well communities and individuals.
- Creative.
- Experienced in using the above platforms and tools, but if you like to use different tools, we are open to that.
- Organized with good communication skills and attention to detail.
- Able to work 6 to 15 hours per month. This will vary based on time of year. We can provide a monthly breakdown of these hours.
- Willing to work for \$22.50 to \$27.50 per hour, negotiable, or we can discuss alternate compensation plans depending upon the contract.

If this sounds interesting then;

We would appreciate it if you could send us a cover letter, and resume or proposal via email to sray@recreationmb.ca by May 20th. Questions? Email Shane at sray@recreationmb.ca