

Position: Chamber of Commerce Media Assistant
Employer: Merritt & District Chamber of Commerce



Location: Merritt

Hours: Approx. 8 - 10 hours per week (flexible)

Contract Duration: October 4 – December 31, 2021

Wages: To be negotiated according to education and experience

Closing Date: October 4 (or until position is filled)

NOTE: This position may be reviewed and renewed until August 31, 2022

About the Position

The Chamber of Commerce Media Assistant primarily involves expanding awareness of the benefits of being a member of the Chamber of Commerce by preparing and distributing regular social media posts, blogs, traditional media and e-newsletters. Helping the Chamber of Commerce Board of Directors and the Engagement Coordinator build and maintain memberships.

Job Responsibilities:

- Supporting the Chamber and NVIT with outreach & networking activities;
- Promoting the Chamber and its programming at local community events;
- Writing and developing blog posts, newsletters and social media content;
- Website maintenance and updating;
- Other related duties as required.

Qualifications:

- Excellent verbal and written communication skills
- Self-motivated, able to work independently and as part of a team
- Good organizational and time management skills
- Proficient in MS Office Suite
- Previous experience with social media and website maintenance
- Ability to problem solve
- Driver's License
- Must be Canadian citizen, permanent resident, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act

Interested applicants can submit their resume and cover letter by email to:

Send Resume and cover letter via email to:

Ryan Wuthe, Interim Chair, Merritt Chamber of Commerce

info@merrittchamber.com