

## We're Recruiting For...

# Part-time Web Editor/Marketing assistant

Reporting to the Director of Marketing & Communications, and the Marketing Manager, the Web Editor/Marketing Assistant is responsible for updates and general maintenance on the organization's website as well as some asset distribution.

This is a part-time, temporary position active until February 25<sup>th</sup>, 2022. The schedule is flexible, but the successful candidate will be expected to work 3 hours a day, 15 hours a week, Monday to Friday.

Duties involved include, but are not limited to:

- Web editing including the addition of new program information and descriptions, alterations to existing web pages, and general website maintenance.
- Distribution of marketing materials to various locations across the Island.
- Assisting the department, and the organization on various projects.
- Other duties as required.

The ideal Candidate will have:

- Experience with Wordpress, Facebook, Twitter, and Instagram.
- A valid driver's license, and a clean driver's abstract.
- An outgoing, and gregarious personality.
- Outstanding people skills.
- Excellent organizational, and time management skills.



## How To Apply

Interested candidates should submit their résumé and covering letter, detailing their qualifications as they relate to the position, to the attention of Sam Doyle, Human Resources Manager, at [careers@confederationcentre.com](mailto:careers@confederationcentre.com) or in hard copy during regular business hours at the Security Desk of the Administration Offices located at 145 Richmond Street in Charlottetown.

We appreciate the interest of all applicants for this position. However, only candidates selected for an interview will be contacted.

Confederation Centre of the Arts is committed to providing equal opportunities in employment. We welcome and encourage applications from people with disabilities, and upon request, will accommodate candidates taking part in all aspects of the recruitment, and selection process.

**Closing Date: 4pm, November 10<sup>th</sup>, 2021**

