

CONTENT COORDINATOR

The Whistler Chamber is seeking a part time (20 hours per week) Content Coordinator to create engaging content and connect members to services and programs. The coordinator will create content for social media, newsletter and marketing, along with the collation of content on digital platforms.

JOB SUMMARY

The Content Coordinator is at the center of action, delivering sharp, fresh content that keeps Members dialed-in and connected to Chamber programs and services. This position is part time (20 hours per week), permanent, year-round.

Event and Campaign Communications

- Assist Marketing & Events Manager with the execution of marketing / promotional campaigns
- Use templates to design posters, ads, social media and other visual assets
- Create online event listings (e.g. website and facebook)
- Submit events to community listings
- Fulfilment of promotional sponsor commitments (e.g. social media shout outs)
- Create social media content for Whistler Chamber Facebook, LinkedIn, Instagram, You Tube etc
 - Schedule and monitor social posts / videos
 - Interact, respond and engage online
 - Assist with Ad buys as required
 - Raise awareness and drive traffic for/to event pages
 - Creation of creative content – graphic design – images, video / reels etc.
 - Grow meaningful followers on Chamber channels
 - Track and record content and promotional performance

Newsletter and Website

- Create weekly Business This Week and Biz Alerts e-newsletter
- Research and compile content based on communications plan
- Maintain and grow newsletter contact lists
- Create and edit website content, including blogs and collation of third-party content
- Edit photos for website use

Admin

- Compile monthly marketing metrics, including website analytics
- Maintenance of Whistler Chamber content library
- Tracking of member benefit / ad sales for e-news and website
- Other special projects as assigned

KNOWLEDGE AND SKILL REQUIREMENTS

Accountable – You are dependable and deliver on promises

- Education or experience in marketing and communications
- Design experience using Adobe InDesign, Illustrator and Canva
- Excellent knowledge of Microsoft Word, Excel and PowerPoint
- Experience managing business social media platforms (specifically Facebook and Instagram)
- Experience using Hootsuite, WordPress and Mailchimp is an asset

Bold – You take initiative and fulfill Members requests efficiently

- Bring a sound knowledge of the Whistler business community
- Ability to use initiative to prioritize and work effectively
- Excellent time management skills and attention to details

Connected – You share our Whistler ‘Wow’ and personalize the experience

- Must be able to communicate with others effectively
- Thrive in a small, cross-functional team environment
- Flexibility, adaptability, enthusiasm and a ‘can do’ attitude

SCHEDULE

This position is 20 hours per week, year-round. There is flexibility between office and home/remote working, with the expectation of at least one full day in the Chamber office (Tuesday, to align with the team meeting). Salary: \$22-\$24 per hour.

ABOUT THE WHISTLER CHAMBER

The Whistler Chamber is here to help our Members achieve business success. Our vision is for thriving businesses in a resilient mountain resort community.

- **We create connections:** we make it easy and fun to create strong and meaningful B2B and community relationships within Whistler and beyond.
- **We provide business supports:** we provide the resources, services and programs to support talent development and successful business operations.
- **We advocate for business:** we provide a unified voice for business on issues within our influence that help enable business success.
- **We strive for organizational excellence:** we are an exemplary organization and strong leader and partner.

HOW TO APPLY

Please submit your resume and cover letter to chamber@whistlerchamber.com

Deadline for submission: Tuesday February 20, by 5:00 pm.

The Whistler Chamber is committed to equal employment opportunities and treats all people fairly, with respect and dignity. We welcome applications from all qualified candidates. Please let us know if there is anything we can do to help with the recruitment process.