

Speaker Social Media Manager

You have the gift of captivating your audience during a presentation or an event? Are you comfortable making presentations in front of the audience and in front of the camera? Are you looking for an organization where your skills are trusted, and where you have room for creativity? Are you innovative in your communication tools for advertising or social networks? If you answered yes to these questions, **you are the person** we are looking for to fill our new position! The Valcartier Family Centre (VFC) would like to have you on board its communications team to entrust you with the responsibility of the marketing plan and to coordinate commercialization for the VFC, and more specifically with regard to its activities and services for its clients. In this capacity, you will also be responsible for implementing and following up on tasks that are identified to increase client awareness and reach out. In collaboration with communications officers, you will have to demonstrate your effectiveness in producing various promotional tools and collaborate in the development of strategies to increase the influence of the organization, its activities and its services. Hesitate no more and join a multidisciplinary team of more than 65 people.

What is the Valcartier Family Centre? It is an organization that assists the military community by offering various intervention and psychosocial support services, employability and career development support, services for children (drop-in daycare) and youth (youth workers for youth aged 6 to 17), volunteer work and more.

The values of the Centre:

- Caring culture
- Transparency
- Autonomy
- Innovation
- Equity

Benefits of working at the Centre:

- Continuing education (internal and external)
- Encouraging Initiative
- Autonomy

What the Centre offers its employees:

- Caring work climate
- Twelve statutory holidays
- Telemedicine
- Bank overtime hours
- Group insurance after 3 months

- Cohesion Committee
- Proximity to a bicycle path
- Accessible shower at the Centre
- Dinner with the whole team once every 2 weeks to exchange with the different sectors (the time can be banked)

What we offer for the position:

- Type of job: 35h/week
- Location: Valcartier Family Centre (10 minutes from Val-Bélair)
- Start date: September 2020
- Salary: \$21.35/hour

Academic and professional requirements of the position:

- College study in any relevant field like communication, marketing, social media and/or public relations
- Two (2) to five (5) years of experience related to the role
- Bilingualism (spoken and written level advanced)
- Mastery of Microsoft Office (mainly Word, Excel and Outlook)
- Knowledge of social media management and monitoring tools

Experiences required for the position:

- Interpersonal skills, initiative, creativity, and ability to work independently.
- Experience in radio or web speaker (an asset)
- Knowledge of photography and/or video (an asset)
- Knowledge of Google Analytics and Google AdWords (an asset)

Send your resume and cover letter to the Human Resources Department no later than Sunday, August 23rd, by e-mail to RH@cfmv.com .

*****Please note that only those selected for an interview will be contacted.**