

Job Title:	Social Media & Event Planning Assistant	Department/ Group:	Communications
Location:	111 Queen Street East, Suite 320, Toronto	Position Type:	Summer position
Level/Salary Range:	\$14.00/ hr	Applicant Training:	Training will be provided
Date posted:	May 24, 2018	Posting Expires:	May 30, 2018
External posting URL:	Example: https://www.canadiangeographic.ca/careers		

Applications Accepted By:

E-mail: legault@rcgs.org Subject Line: Social Media & Event Planning Assistant position	Mail: Sarah Legault National Director of Development Royal Canadian Geographical Society 111 Queen Street East, Suite 320, Toronto, ON, M5C 1S2
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Application Process

Do not apply in person. Qualified candidates will be contacted by phone and/or email. We will only be able to respond to candidates who are selected for interviews, but we thank all candidates for their interest in this position.

Job Description

The Royal Canadian Geographical Society (RCGS) is dedicated to promoting and enhancing public awareness of Canadian geography. Through its flagship publication, *Canadian Geographic*, and dynamic educational programming, the RCGS engages millions of Canadians each year, encouraging them to discover their unique geographical heritage. If you are interested in working in a challenging role within a dynamic environment, then **Social Media & Event Planning Assistant** with the RCGS is the summer job for you.

Role and Responsibilities

The Social Media & Event Planning Assistant will work with the Communications Manager to develop communications plans for the Society's various events celebrating Canadian geography and exploration. The successful candidate will assist with the planning and marketing of upcoming events and programs including:

- The Canadian Geographic Challenge Finals
- The launch of several national programs
- Geo Galas and fundraising events

The Social Media and Event Planning Assistant will draw upon a variety of digital tactics to develop communications strategies tailored to each opportunity. The student will provide logistical support for the planning and delivery of Society events. This position requires the student to be able to work collaboratively with employees as well as with the Society's partners to promote upcoming events and programs. The ability to meet strict deadlines is an asset.

Qualifications and Education Requirements

Students currently enrolled in communications, journalism, fundraising, marketing and geography programs are considered an asset. **Indigenous Studies students** are priority candidates for this position.

Preferred Skills

- Excellent English and French writing skills are a must
- Familiarity with a variety of social media platforms, especially Facebook, Twitter and Instagram
- Self-motivated and professional in approach and demeanor
- Ability to navigate a fast-paced working environment while handling multiple projects and deadlines
- Team-oriented and committed to supporting the needs of internal and external stakeholders
- Provides support on communications assignments & event planning leading up and hands-on assistance at events.

