



# Employment Opportunity

## Digital Media Coordinator Lac La Biche Campus

Reporting to the General Manager, this role has the primary responsibilities to enhance our social media presence, engage online learners, and assist students with the Health & Dental Insurance plan.

Responsibilities include:

- Online event planning and hosting
- Ongoing social media engagement and postings
- Student assistance for the Health & Dental Insurance plan

**Location:** Lac La Biche, some travel required

**Position Type:** Part-Time, 25 hours/week (40 weeks/year, mid-August to mid-May)

**Salary:** \$21-\$25 per hour

**Hours:** Typically 9:30 a.m. – 3 p.m. Monday to Friday, with some evenings.

### Qualifications:

- Diploma or certificate in business or marketing. Equivalencies may be considered.
- 2+ years of proven social media / marketing experience.
- Excellent social media skills, especially FB, Instagram and X.
- Excellent oral and written communication skills with strong attention to detail is required.
- Strong customer service skills.
- Microsoft Teams experience considered an asset.
- Must be proficient with computers, especially MS Office.
- Ability to work independently and a part of a dynamic and integrated team.
- Strong organizational, time management, problem solving, and multi-tasking skills are essential.
- Knowledge of the Students' Association and Portage College programs and services is beneficial.
- A class V driver's license is required.
- The successful applicant will be required to provide a current police information check.

**Posting Date:** April 4, 2025

**Closing Date:** Until suitable candidate is found

**Competition:** Internal, External

**Apply to SAPC:** Email: [sa.manager@portagecollege.ca](mailto:sa.manager@portagecollege.ca)

**Mail:** PO Box 417, Lac La Biche, AB T0A 2C0

The SAPC appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

For more information call **SAPC Office:** 780-623-5609