



# Employment Opportunity

## Student Digital Media Coordinator Lac La Biche Campus

The SAPC is hiring a Student Digital Media Coordinator to enhance our social media presence, engage online learners, and assist students with the Health & Dental Insurance plan.

**Part time, 10 hours per week, \$17/hour. Position to commence August 12, 2024. Applicants must be currently attending Portage College and planning to return to Portage for the 2024-25 Academic year. The position will be both in office and online.**

### Qualifications:

- High School Diploma
- Enrolled in a Portage College credit program
- 1 year of proven social media / graphic design experience
- Strong customer service skills.
- Must be proficient with computers, especially MS Office.
- Must be proficient with social media, especially FB, Instagram and X.
- Ability to work independently and a part of a dynamic and integrated team.
- Excellent oral and written communication skills with strong attention to detail is essential.
- 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.

**Posting Date:** May 15, 2024

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

**Competition:** 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:** 780-623-5502 or **General Manager:** 780-623-5609