



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
- Online contest planning and implementation
- Ongoing social media engagement and postings
- Liaising with staff to create posters, reels and other content for events and student experience

Location: Lac La Biche office, some travel required

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

Wage: \$24.50-\$27.57 per hour

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

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 and Instagram.
- Excellent oral and written communication skills with strong attention to detail is required.
- Strong customer service skills.
- Must be proficient with computers, especially MS Office, Microsoft Teams and Canva.
- 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 5 driver's license is required.
- The successful applicant will be required to provide a current police information check and driver's abstract.

Posting Date: July 6, 2026

Closing Date: Until suitable candidate is found

Competition: External (Portage College alumnus, students and current SAPC staff are welcome to apply)

Apply to SAPC: Email: 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