

Position: Social Media Coordinator
Status: Full time (37.5 hours a week)
Hours/Location: Saint John - Remote work

Reporting To: Operations Manager
Start Date: TBD
Salary: \$21.5 / hr

Reporting to the Operations Manager for Chroma NB, the Program Coordinator will be responsible for participating in program implementation, delivery, and community liaison initiatives for key 2SLGBTQIA+ organizations across Saint John.

JOB DUTIES AND RESPONSIBILITIES

- Build community connections through outreach initiatives
- Secure locations for activities
- Bridge outward-facing administration for partner organizations (unifying newsletters, resources, and member and volunteer databases)
- Oversee delivery, recruitment, and other supporting activities for volunteer-lead events
- Gather feedback and stories from participants
- Consolidate testimonials, comments, suggestions, email polls, and paper feedback to improve programs, inform the direction of projects, and for promotional uses
- Act as the primary point of contact for community members seeking partner organizations
- Develop cohesive outreach and marketing initiatives to inform the community on events and initiatives

ESSENTIAL QUALIFICATIONS

- Eventbrite experience
- Strong organisational skills
- Ability to use video conferencing technology
- Proficient in Google suite
- A demonstrated ability to work well independently
- Non-judgemental and empathetic
- Social media experience (Facebook, Instagram, Twitter, Meta Business Suites)
- Volunteer coordination considered an asset
- Experience with non-profit organizations considered an asset
- Experience with 2SLGBTQIA+ initiatives considered an asset
- Experience with program coordination considered an asset

Please submit your resume and cover letter no later than November 18th to admin@chromanb.ca . We thank all candidates for their interest, however, only those selected for interviews will be contacted. A \$50 honorarium will be given to those selected to compensate for your time.

Chroma NB is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.