



448 Barton St. East, Unit 2,
Hamilton, ON L8L 2Y3

Contact Information:

Phone: 289-682-9472

Email: info@bartonvillage.ca

Website: <https://www.bartonvillage.ca/>

Job Title: Marketing and Office Manager

Hours per week: 25hrs

Hourly rate: \$14.50

Start Date: May 17, 2021 (contract, 16 weeks)

Location: Flexible and dependent upon government requirements. May include working from home. Barton Village BIA, 659 Barton St E, Unit 102, Hamilton, ON L8L 3A3

Level of Education: Post-Secondary career-related (Marketing, Digital marketing, social media management, business enterprise development, business administration)

Company Mission: To create an environment that attracts new businesses and retains existing business through advocacy, promotion, and communication. www.bartonvillage.ca

Position Summary: Responsibilities include:

- Updating and maintaining BIA website and social media
- Correspondence via letters and emails, minute taking, press releases
- Filing and data entry
- Support small businesses to help them create a digital presence
- Other duties as assigned

Skills preferred:

- Communication skills including letter writing and press releases
- Self-starter and excellent organizational skills
- Proven experience with website maintenance and social media managing
- Strong commitment to excellence and attention to detail
- Proven problem solver with solid analytical skills
- Exceptional time-management skills and the ability to manage multiple tasks
- Experience using computers and software, including Microsoft Office and google doc's
- The ability to work well with cross-functional teams, including executive leadership and management.

Requirements per funding:

Priority given to new immigrant and recent refugee youth, visible minorities, LGBTQ2 and youth with disabilities, must be under 30 years old – Per Canada Summer Jobs requirement.

Application Deadline: May 4, 2021

Please send applications to Rachel Braithwaite at info@bartonvillage.ca with your resume. Please reference the job title in the subject line.