



The Corporation of the Town of Petrolia
is seeking a

**PETROLIA 150 EVENTS MARKETING ASSISTANT
(Part-Time Term Employee)**

The Petrolia 150 Events Marketing Assistant will support the Director of Marketing, Arts and Communication and the Marketing and Events Associate with the marketing and execution of Petrolia 150 events. Aside from scheduled events, the work schedule is flexible and may be completed remotely.

Location	Various
Employee Group	Non Union
Status	Part-Time Term Employee – 15 hrs/wk Start: February 26, 2024 End: December 31, 2024
Wage	\$16.55 per hour

Key Responsibilities:

- Assist in the management of Petrolia 150 social media including Facebook, X (formally Twitter), Thread and Instagram.
- Place ads in print media as needed.
- Share ideas for promotions and events.
- Assist with the development of flyers, brochures and other print materials.
- Assist Director of Marketing, Arts and Communications with daily marketing tasks and coordinate projects and conduct research as required.
- Distribute marketing materials throughout Lambton County, and to regional tourism offices.
- Assist with the set up and clean up of 150 events.
- Work the Petrolia 150 events.
- Assist with the scheduling of volunteers.
- Shop for items and supplies, as needed.
- Coordinate event details, as requested.
- Other duties as assigned.

Skills and Requirements:

- Comprehensive background in social media management, including Facebook, X (formally Twitter), Threads, and Instagram.
- Basic graphics editing and design skills.
- Background in Event Planning an asset.
- WordPress and Shopify skills an asset.
- Excellent written and verbal communication skills.
- Capacity to work both independently and in a team environment.
- Excellent communication and customer service skills.
- Experience working with volunteers.
- Ability to work in a variety of weather conditions.
- Ability to multi-task, keep track of multiple projects, and work with minimal supervision.
- Job requires the ability to lift 50 lbs.

Full Job Description can be requested from Jess Smith at 411 Greenfield Street
Resumes to be submitted in confidence no later than **12 noon on Friday February 16, 2024.**
Resumes clearly marked "Petrolia 150 Events Marketing Assistant" to be directed to:

Town of Petrolia - 411 Greenfield Street
Petrolia, Ontario N0N 1R0
or electronically to: jsmith@petrolia.ca

We appreciate the interest of all those who respond; however, only those selected for an interview will be contacted. Information obtained through this posting is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. The Town of Petrolia is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Clerks Department to ensure your accessibility needs are accommodated throughout this process.