**Kensington & Area Chamber Position**

**Summer Job Posting**

**8 weeks (35 hours/week)**

**Marketing & Event Assistant**

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| Role and Responsibilities:   * To develop, plan and oversee events for in-person for the remaining 2022 season, such as the Lunch & Learns, Info sessions, socials, webinars, Golf Tournament * Promote current KACC benefits to the members and general community through social media, e-newsletter and website * Communicate with KACC members via social media and e-newsletter * Provide regular updates to the Membership & Event Chair, Executive Director, and the KACC Board of Directors * Promote KACC, member businesses & events to the members and general community through social media, e-newsletter and website * Contact businesses for sponsorship, consisting of in-kind and donations   Qualifications and Education Requirements  Have an interest in Business, Marketing, Public Relations and Event Management.  -*Business* – The Chamber is a non-profit organization of business people and corporations established with the objective to promote and improve trade and commerce, and the economic, civil, and social welfare of Kensington and the surrounding communities. An interest in business would assist in dealing with the needs of the business community.  - *Marketing* – In addition to organizing the events, the events will need to be promoted and marketed to chamber members and general community.  Preferred Skills  - Able to work independently / self-motivation  - Creative and innovative  - Time management  - Excellent interpersonal skills  - Excellent communication skills  - Microsoft Office  - Effective Written and Verbal Communication  - Fundraising knowledge  - Social media marketing and management  - Event management & Promotion |

*This position is funded through the Government of Canada’s Summer Jobs Grant and must meet pre-set guidelines.(must be between the ages of 15-30)*

Interested individuals, please send your resume to [kensingtonandareachamber@gmail.com](mailto:kensingtonandareachamber@gmail.com) by May 20th, 2022.