**Established Job Description**

**Title of Position:** Human Resources – Social Media Assistant

**Division/Department:** Human Resources

**Job Duties:**

The Human Resources department is seeking an individual to assist with building Fleming Careers’ social media presence and recruitment brand as an employer of choice for job seekers. The successful candidate will assist with:

* Creating visual and written content for social media channels
* Attending employee functions to generate social media content
* Interviewing employees and create employee profiles with text and photos for our Careers website
* Conducting research on best-of-breed employers and how they use social media to attract job seekers
* Coordinating a spring Career Fair
* Compiling of recruiting data

**Qualifications**

• Passionate user and follower of social media in your everyday life

• Proficient knowledge and experience with Facebook, Twitter, Google+, YouTube, LinkedIn, Instagram, Pinterest and other social media platforms

• Knowledge of marketing techniques and social media strategies

• Understand digital citizenship and what is appropriate when distributing material related to Fleming College

• Some proficiency in editing photos and videos

• Excellent oral communication, human relations and interpersonal skills

• Comfortable approaching Fleming employees and asking them for a photo, video or written interview

• Excellent writing and editing skills

• High level of organizational skills, with the ability to multi-task

• Knowledge of College programs and services

\*\* Candidates selected for an interview will be asked to provide examples of social media content they have produced which they feel best represents their abilities to prepare and present inspired content. \*\*

**Additional Information ie special equipment or travel**