



- Track social media metrics, analyze engagement, and contribute to strategy adjustments based on performance.
- Build social media metric reports for presentation to senior staff and provide recommendations on our digital strategy.
- Support content creation for the Chamber's website and email newsletters.
- Collaborate with the communications team to brainstorm and implement creative digital campaigns.
- Ensure brand consistency across all digital platforms.

### Knowledge, Skills, and Abilities

- Strong proficiency in Canva for graphic design and editing.
- Passionate about digital marketing, social media trends, and growing online brands.
- Excellent written communication and content creation skills.
- Basic understanding of social media analytics and digital performance metrics.
- Ability to multitask, prioritize, and meet deadlines in a fast-paced environment.
- Ability to work both independently and collaboratively with a team.

### Qualifications and Requirements

- Bachelor's Degree or Diploma in Marketing, Communications, or a related field (recent graduates or new professionals encouraged to apply).
- Proficiency in graphic design software (Canva required; Adobe Creative Suite is a plus).
- Strong interest in digital marketing and brand-building.
- Must be detail-oriented, creative, and innovative.

**Only those selected for an interview will be contacted.**