



## **Admin Assistant/Social Media Officer**

### **Position Responsibilities**

- Cataloguing and “tagging” of new digital images to Destination Labrador's online image library on Flickr.com
- Managing and updating existing digital images to Destination Labrador's online image library on Flickr.com
- Assist with sourcing images/story ideas/materials research to represent Destination Labrador’s content for Best Kept Secrets in the official provincial Travel Guide and online content for newfoundlandlabrador.com
- Setup Destination Labrador's hootsuite account to automate social media content for Destination Labrador's social media channels - Facebook and Twitter
- Assist with DL’s website content
- Assist in coordination and delivery of annual Fam Tours.
- General administrative duties as they relate to the handling of incoming telephone calls, and office administration

This is a 7 week (35 hrs/week) Canada Summer Job (CSJ) Placement and eligible CSJ students aged 15-30 are welcome to forward their resume to:

Destination Labrador Inc

Summer Student Position

P.O. Box 1239, Stn. C, Happy Valley – Goose Bay, NL, A0P 1C0

Or by e-mail to: [info@destinationlabrador.com](mailto:info@destinationlabrador.com)

No later than close of business on Friday, June 2, 2017

