

Position: Social Media Coordinator

Start Date: June 2, 2025 (flexible)

Duration: 30 hours/week for 9 weeks

Pay: \$22.00/hr

Under the supervision and mentorship of the Executive Director, the successful candidate will be responsible for planning, producing content, and coordinating a social media plan which promotes the work of the Perth and District Community Foundation (PDCF) and helps build, diversify and strengthen the community it serves.

PDCF strives to be inclusive and we welcome applicants from all backgrounds. Our office is accessible and there is an option for some work hours to be performed remotely.

Tasks and Responsibilities

- In collaboration with key stakeholders, create a comprehensive, strategic social media plan to promote the work of the Perth and District Community Foundation.
- Produce content for relevant social media platforms based on the plan. This responsibility will involve writing, video creation, photography and design.
- Schedule social media platforms to post content automatically according to the plan.
- Update the PDCF website when required.
- Post new content to social media platforms when required.
- Assist with the production and distribution of the Perth and District Community Foundation's online summer newsletter.
- Perform other duties as required.

Desired Experience, Skills and Attributes

- Experience in project planning.
- Strong knowledge of current trends in social media.
- Proven ability to create and post content using WordPress, Facebook and Instagram.
- Knowledge and experience using Canva as a design tool.
- Experience taking and editing photographs and short videos suitable for posting on social media (equipment will be provided by PDCF).
- Strong writing skills, particularly for web-based content.
- Ability to think creatively and problem-solve.
- Proven ability to work well in collaboration with others.
- Willingness to take direction.
- Desire to build community.

Other Requirements

This job is funded in part by a Canada Summer Jobs grant. In order to be eligible, applicants must:

- Be between 15 and 30 years-old at the start of the job;
- Have a valid Social Insurance Number (SIN); and

- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada. (International students and other temporary residents of Canada are not eligible.)

About the Organization

The [Perth and District Community Foundation](#) (PDCF) exists to grow and strengthen community so that everyone belongs and thrives, today and in the future. We do this through community building, granting for impact, and fund development.

We grant funds to local community organizations in the Town of Perth, and the townships of Lanark Highlands, Tay Valley, and Drummond/North Elmsley. In 2025, our Community Granting Program will distribute over \$300,000 to more than 30 organizations, including The Table Community Food Centre, Lanark County Community Justice, YAK (Youth Action Kommittee), and PEP Seniors Therapeutic Centre.

We facilitate community-building through gatherings and workshops offered to community partners on topics such as governance, social media, and grant writing. We also convene vital conversations on topics such as affordable housing and the need for hospice care. Every five years, PDCF produces a [Vital Signs Report](#) which provides a snapshot of the health of our community in key areas like safety, environment and affordability, and is used by us, community partners and local municipal governments to aid in planning.

Our various scholarships and bursaries, awarded to graduates at the two local high schools, help students who are going on to study in university, college or as apprentices in the trades.

We raise money through the generosity of local citizens and businesses. We invest all donations wisely so our fund grows, and we can continue to provide support to community for many, many years to come.

Perth and District Community Foundation belongs to Community Foundations of Canada and is a registered charity.

How to Apply

Using the subject line: Social Media Coordinator Job Application, please send a copy of your resumé with along with a cover letter to info@pdcf.ca by midnight EST on May 11, 2025.

If you have any questions about the position, feel free to reach out to us at info@pdcf.ca or 613-326-0295.