



JOB OPPORTUNITY

Social Media & Industry Intel Assistant

JOB ID: OVHHire13
STATUS: Contract, Part-time (15 hr/week)
LOCATION: Peterborough, Barrie, Oshawa or Kingston or Remote (Ontario)
SALARY RANGE: \$18,900-\$28,400

Cambium is a successful consulting and engineering company built on quality people doing great work in a rewarding environment. It's our team that makes us unique.

And...our team is growing! Cambium is looking for a **Social Media & Industry Intel Assistant** to join our team. The Social Media & Industry Intel Assistant, under the direction of the Vice President of Revenue & Growth, is primarily responsible for aiding the Business Development team with a variety of marketing-related tasks, including graphic design, content creation, social media management, and collecting industry-related marketing data.

JOB DUTIES

- Support the Business Development team with various marketing functions as requested.
- Research and support the development and implementation of new marketing programs, including direct mail, corporate sales, internet marketing, and other initiatives.
- Aid in promoting brand initiatives consistent with corporate business goals and objectives.
- Coordinate with the Business Development team to ensure a consistent message and decrease any overlap in duties.
- Identify changes in the market (through the monitoring of various social media sites and online publications).
- Provide market research supporting any suggestions of new marketing and/or communications initiatives.
- Oversee the development, management, and maintenance of all online communication vehicles, including but not limited to:
 - Cambium website
 - Marketing collateral templates
 - Online social media copy and design (including Facebook, Twitter, blogs, etc)
- Prepare monthly analytic reports, keep record of monthly social media content and standard responses for FAQs.
- Monitor, evaluate, and report on client and competitor activities; make recommendations based on findings/opportunities discovered.
- Build client profiles through internet/social media research and write client summaries as needed
- Working to meet internal and external deadlines may result in occasional evening and weekend work.
- Other tasks as required.

QUALIFICATIONS

- Post-secondary degree or diploma in the field of Business Administration or relevant discipline



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- Minimum 1-3 years of relevant experience in the fields of Marketing and/or Social Media Management
- Resourceful and adaptable with strong interpersonal skills
- Excellent verbal and written communication skills with fluency in English
- Strong knowledge of Microsoft Office Suite, specifically Outlook, Word, and Excel; as well as Adobe Suite, specifically Adobe InDesign, Photoshop, and Illustrator.
- Proven organization, time management and prioritization skills with strong attention to detail.
- Valid Driver's License and access to a reliable vehicle

Cambium welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

If you are interested, we invite you to send us some information that would help us understand whether you are the right fit for this role and for our team. Kindly forward your documents, in electronic format only, to hr@cambium-inc.com.

WHY CAMBIUM?

Our team is different. From camping trips and movie nights to company ball-hockey tournaments in the parking lot, our team likes to have a good time together. When we cannot be together, we continue to maintain our team's bond, through activities such as photo contests, shout-outs of appreciation and care packages.

Our team is hard-working. You'll need to be flexible and able to switch priorities frequently. Sometimes the days are long. But you are always compensated for your efforts, including a minimum of 3 weeks of vacation for new, full-time team members.

Our team is proud. Flexible scheduling. Donating a portion of our net income each year to local causes and events. Winning awards. You'll find it easy to feel good about Cambium.

If you want to read about a few of the benefits of working for Cambium, check out our Careers page: <https://cambium-inc.com/careers.php>.