



## **Social Media Coordinator - Youth Singers of Calgary**

Youth Singers of Calgary (YSC) is looking for a highly organized **Social Media Coordinator** to provide administrative support and coordination of our social media channels.

As the Social Media Coordinator, you'll set up a calendar of posts following guidelines and templates provided to you. You will also monitor and report on engagement activities. You are detail-oriented, diligent, ethical, and have strong time and task management skills.

Youth Singers of Calgary is a large community-based performing arts company for youth. We offer music and dance training in 15 different divisions to over 500 members aged 3.5 through youth and adults. Throughout the week and on weekends you will find one or more of our divisions rehearsing or holding classes. Each year, we produce 2 shows at the Jubilee Auditorium as well as a myriad of performances throughout the community.

We have an administrative team of 8, both full and part-time, as well as an artistic team of 50 part-time contractors composed of choral directors, choreographers, accompanists, theatre arts instructors, composers, arrangers, theatre technicians, and musicians.

Learn more about us at <http://youthsingers.org> and <http://youtube.com/YouthSingersCalgary>

### **Summary**

- This is a two-year contract, requiring an average of 20 hours per week, reporting to the Development Director
- Some evening and weekend availability is required to meet communication goals
- Work hours are flexible and may be completed on-site or remotely. Some in person meetings are required, and working for at least a block of time five days per week is required.
- Compensation is \$18 to \$21 per hour, depending on the qualifications and experience of the successful candidate.
- Start Date: August 18, 2025

### **Responsibilities**

- Construct and coordinate weekly posts on YSC social media channels, applying strategies and using resources as directed
- Coordinate and work with volunteer content creators
- Occasional creation and on-site coordination of unique content
- Monitor engagement statistics from a team of YSC volunteers
- Book digital ads
- Prepare monthly reports on engagement analytics

### **Skills & Qualifications**

- Proficient with Instagram, TikTok, Facebook, Hootsuite, Canva, and Google Suite.
- Exceptional organizational and task management skills
- Comfortable working independently and collaboratively
- Strong verbal and written communication skills in English
- Professional and reliable
- Ability to work flexible hours



## **Apply**

Please submit a cover letter and resume by midnight, MDT, Tuesday August 12, 2025 to Megan Emmett, CEO, at [hr@youthsingers.org](mailto:hr@youthsingers.org).

The Youth Singers of Canada recognizes and values the richness of human diversity in its many forms. Upon request, YSC will make available reasonable accommodations for persons with disabilities during the recruitment process. Accommodation requests should be made in advance.

We thank all candidates for their interest. Only those selected for an interview will be contacted.