



**Employment Opportunity (Part Time)  
Village of McAdam -  
Website - Social Media Administrator**

**Website & Social Media Administrator will consist of 15 hours, hourly wage \$20-\$25 based on education and experience.**

**The deadline for applications will be April 30<sup>th</sup> at 12:00 pm.**

**Qualifications required:**

- **Post-Secondary education in the field of marketing**
- **Knowledge/Experience in website management, specifically WordPress.**
- **Training or experience in programs such as Office 365, Adobe Acrobat, Photoshop, Canva, eCommerce.**
- **Familiarity with marketing on the latest social media platforms (ie Facebook, Instagram, Twitter, TikTok, Google, YouTube, TripAdvisor, etc.)**
- **Video & Photography Skills**
- **Excellent Writing Skills**

**Job Description:**

**Website & Social Media Administrator will include but not limited to, keeping website, social media, and tourism websites up to date, content creation, news bulletins, special events, marketing, Meta and SEO optimization, physical and digital brand creation, and creating/executing a marketing plan for the Village of McAdam.**

**Leadership and innovation will be required. Working with different groups, businesses, and partners will be a daily function.**

**Applications may be mailed, emailed, or dropped off at the McAdam Village Office to the attention of:**

***“Website - Social Media Administrator”  
Village of McAdam - [jwalsh@mcadamnb.com](mailto:jwalsh@mcadamnb.com)  
146 Saunders Road  
McAdam, NB, E6J 1L2***

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