

CALL FOR APPLICATIONS IPAC CANADA SOCIAL MEDIA ASSISTANT

IPAC Canada's social media presence is growing to the point we now need a Social Media Assistant! This role involves posting/scheduling news stories to Twitter and Facebook every weekday morning.

Experience using Twitter, Facebook Pages, LinkedIn, Google Docs and/or Hootsuite is preferred but not necessary, as training will be provided by our Social Media Manager (Helen Evans). An interest in social media and knowledge of what subject matters/news stories will interest our members is more important. The job involves scanning our news service and posting/scheduling articles, then compiling headlines and hyperlinks into a weekly document. This job requires 15-30 minutes of your time each morning (plus 1-3 initial training sessions); and the Social Media Manager can fill in on days when you're away from the office.

The benefits of this job are training in social media, and (should you be interested), some communications tactics and theory. The position will initially run for 6 months, and then will be reviewed. There is potential for further training and growth as we continue to expand our social media activities. This is a volunteer position. Applicants should refer to policies 22.30 for guidelines around the content of social media posts (<https://ipac-canada.org/policy-manual.php>)

Qualifications:

- The applicant has been a member of IPAC Canada for at least 1 year.
- Membership must be maintained in good standing during the term of this position.
- The applicant will have expertise in infection prevention and control, with a minimum of three years of experience.
- Experience using Twitter, Facebook, LinkedIn, Google Docs and/or Hootsuite is preferred but not necessary.
- The applicant has the time, personal commitment and support of their institution to serve IPAC Canada through this position.

APPLICATION MUST INCLUDE:

- A letter from applicant indicating they are applying for the position of Social Media Assistant.
- The letter will indicate the applicant's interest and demonstrate suitability for the position.
- The letter must include an outline of professional expertise, education and social media experience.
- A current curriculum vitae.
- A letter from the candidate's institution indicating support for the candidate's application for the position.

Applications must be received no later than **March 9, 2018**

Applications to be forwarded by email to info@ipac-canada.org .

Subject line must be: Application for Social Media Assistant