



## **Social Media Content Creator / Administrative Assistant**

- Minimum 30 hours / week during July & August
- May Long - Sept Long
- \$14.50 - \$16.00 / hour pending experience  
Canada Summer Jobs Grant

We are looking for a creative and growing Social Media Content Creator who can join our golf course team for the summer to help produce high-quality, engaging content for our social media platforms, including Instagram, Facebook, and YouTube. The ideal candidate will have some experience in creating and editing videos, setting up lighting, and developing content ideas that resonate with our target audience. We are dedicated to helping you grow your skills.

### **Collaborative Responsibilities:**

- Develop creative and informative content ideas for our social media platforms
- Plan and execute weekly content shoots, including setting up lighting and equipment
- Film and edit videos to ensure a polished and professional look
- Collaborate with our team to ensure content aligns with our brand and target audience
- Schedule and manage the release of content for the remainder of the week
- Support the administrative office and other departments as required

### **Requirements:**

- Experience in creating engaging content for Instagram, TikTok, and YouTube
- Skilled in video editing, with an eye for visual storytelling
- Experience in setting up lighting and equipment for content shoots
- Excellent time management and organizational skills
- Good communication and collaboration abilities
- Comfortable and able to work in office and in the field
- Must be between the ages of 15 and 30 and be eligible to work in Canada

### **How to Apply:**

If you are a creative and driven individual who is passionate about creating captivating content and working in a dynamic environment, we would love to hear from you! Please submit your resume, along with links / examples of your work to [anita@harborgolfclub.com](mailto:anita@harborgolfclub.com).

Harbor Golf Club has an onsite mentor / supervisor to support and help you grow your skills for your resume. We encourage applicants from all backgrounds and experiences to apply and look forward to reviewing your application and potentially welcoming you to our team!

### **Job Type:**

- Part-time to Full time: minimum 30 hour per week in July and August
- Subsidized Accommodation and Meal Plans where available
- Personal Golf Package with Friend and Family Discounts