



## Administrative Marketing Assistant

**Title:** Administrative Marketing Assistant

**Location:** 4200, Hwy QE#2 Red Deer, Alberta

**Hours:** 7 hours / day , 35 hours / week , Thursday – Monday

**Term:** December 10, 2020 – January 31, 2021

**Compensation:** \$15/ Hour

**Closing Date:** November 22, 2020

### Organizational Information

The Alberta Sports Hall of Fame provides a family friendly, interactive experience. You will be surprised by what you discover inside! Have fun, laugh, play and discover Alberta sports heroes together. The Alberta Sports Hall of Fame is an interactive, hands-on celebration of Alberta's sporting history. Our over 7,000 square feet of exhibit space includes a multisport area with virtual baseball, basketball, football, hockey, and soccer, a 200 meter wheelchair challenge, a Treadwall climbing wall, the Orest Korbitt Theatre, Hall of Fame Gallery, and much more. Our museum has over 16,000 artifacts of Alberta sports history in the collection and showcases many of these items in a number of displays. The Alberta Sports Hall of Fame also offers an education program, group activities, and a unique environment to rent for your birthday party, special event, corporate reception or meetings.

Website is [www.albertasportshall.ca](http://www.albertasportshall.ca)

## Responsibilities

The Administrative Marketing Assistant position will provide reception services to include ticket sales to the Alberta Sports Hall of Fame and Museum, responding to emails, answering a multi-line phone, taking bookings, providing tours and interacting with the public within the museum. Marketing duties will include collaboration on the creation and implementation of social media content plan. Assisting with sport history research and social media content. This position will assist in the creation of a marketing plan and assist the Marketing Coordinator with the creation of marketing materials. Training will be provided for all jobs. The Ideal candidate will be familiar with Microsoft 365 Suite; experience with Adobe Design Suite; be organized; have good communication and interpersonal skills; and able to work independently and as a team member. Previous marketing and customer service experience is an asset.

## Application Instructions (\*must be followed for the application to be considered)

- ❖ Please submit your cover letter and resume - saved together in one file with your name and the position title in the file name. (example: Jane Doe - Cover Letter and Resume – Marketing Assistant. docx).
- ❖ Please apply by email to [info@albertasportshall.ca](mailto:info@albertasportshall.ca) before 5:00pm on Sunday November 22.
- ❖ Only successful candidates will be contacted for an interview.

This position is funded by Canada Summer Jobs program and candidate eligibility is stipulated by Canada Summer Jobs employment guidelines:

To be eligible, youth must:

- ❖ be between 15 and 30 years of age at the start of the employment\*
- ❖ be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment\*\*; and,

- ❖ have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations