

Volunteer Description

St. Andrews Rectory Marketing Coordinator

The St. Andrews Rectory is a National Historic site located at 374 River Road (corner of River Road and St. Andrews Road) in St. Andrews and is run by the St. Andrews Heritage Centre Committee. The site and surrounding areas are where many of the early Red River Settlers located with nearby heritage sites including St. Andrews Church on the Red, Lower Fort Garry and Captain Kennedy House.

The Marketing Coordinator position; working under the supervision of the Heritage Centre Committee will be responsible to help in all marketing initiatives.

DUTIES and RESPONSIBILITIES INCLUDE:

- Working with the Museum Coordinator/Intern in developing and approving marketing material for exhibits, programs and events
- Updating and developing content on the Heritage Centre's website (WordPress)
- Developing new strategies for growing audiences on various social media platforms
- Documenting programs and events on social media
- Promotion of Heritage Centre programs and events to partner organizations
- Responding to media requests for general information and interview requests
- Creating reports and attending Heritage Centre Committee meetings

QUALIFICATIONS:

- Ability to communicate effectively and confidently in person and in writing
- Proficiency in Microsoft Office
- Experience in managing various social media networks such as Facebook, Twitter, and Instagram
- Experience in social media content and material development skills
- Must enjoy working with all types of people

OTHER DETAILS AND APPLICATION PROCESS:

Hours – Approx. 2 hrs/wk; hours can vary based on your schedule

Volunteer Duration – 1-2 year term

Location – On site and/or from your home

Email or call Ellie Longbottom

rec.assistant@rmofstandrews.com

204-738-2264