

Job Title: Summer Student – Administrative & Social Media Assistant

Location: Downtown Kemptville and work from home

Duration: 8 weeks (July and August). Flexible hours required for events as well as 12-8 on Thursdays for SouthBranch Serenade.

35-hour workweek

Starting June 22nd – August 14th

Position Overview: The Downtown Kemptville Business Improvement Area (BIA) is seeking a motivated and enthusiastic Summer Student to join our team for the summer season. As a Summer Student – Administrative & Social Media Assistant, you will support the daily operations of the BIA and play a key role in promoting the downtown area's vibrant businesses and events. This position offers the opportunity to gain hands-on experience in administration, social media management, and photography.

Due to grant criteria candidates must be aged 16 to 30.

Candidates must possess a valid driver's license and have regular access to a reliable vehicle, as travel is required.

Key Responsibilities:

- **Administrative Support:**

- Assist with basic administrative tasks such as data entry, filing, and maintaining records.
- Prepare materials for meetings, events, and promotional campaigns.
- Organize and maintain BIA assets.
- Respond to inquiries via phone, email, or in-person in a professional and timely manner and in coordination with the Executive Director.
- Create rack cards and social media branding for businesses through Canva.

- **Social Media Management:**

- Assist with creating and scheduling posts for the BIA's social media platforms (Facebook, Instagram, Twitter, etc.).
- Develop content to highlight local businesses, events, and community initiatives.
- Track and report social media metrics to help optimize future campaigns.

- **Photography, Videographer & Event Coverage:**

- Take high-quality photos and videos of local businesses, events, and the downtown core to be used in social media posts, newsletters, and promotional materials.
- Document events, capturing key moments and interactions.

- Edit photos and videos to meet the BIA's visual standards and ensure they are ready for publication.

Qualifications:

- Currently enrolled in a post-secondary program, preferably in business, marketing, communications, photography, digital video production/ media or a related field.
- Strong skills using Canva required
- Strong organizational skills with the ability to multitask and prioritize in a fast-paced environment.
- Proficiency in social media platforms (Instagram, Facebook, Twitter, etc.) and social media management tools.
- Photography and or videography experience with a strong portfolio or personal work to demonstrate ability.
- Proficiency in photo editing software (Adobe Photoshop, Lightroom, or similar) is an asset.
- Excellent written and verbal communication skills.
- A positive, self-starter attitude and ability to work independently or as part of a team.
- Familiarity with the Downtown Kemptville area is an asset.

Compensation: To be determined

How to Apply: Please submit your resume and a portfolio of your photography work (if available) to bia@downtownkemptville.ca by **March 1, 2026**.