



## **Employment Opportunity**

### **Marketing & Events Assistant**

**Posting Number:** 24-13  
**Duration:** Permanent, Full Time  
**Location:** KVA office and other venues or event sites  
**Hours:** 35 hours per week (incl. some evenings & weekends)  
**Salary Range:** \$23.95/hr - \$28.02/hr - Plus Benefits  
This is a Bargaining Unit position (Public Service Alliance of Canada).

#### **Scope of Responsibilities**

Work closely with KVA staff, management, and volunteers. Run various social media accounts including but not limited to Visit Dawson City and Diamond Tooth Gerties. Assist, as directed, in the planning and implementation of KVA marketing and events activities, as well as KVA office administration.

#### **Experience and Abilities**

- Proven social media marketing and content creation skills
- Knowledge of local and regional partners
- Excellent written and oral communication skills in a variety of communications formats including the ability to assume public speaking roles
- Strong computer skills including internet, email, word-processing, and spreadsheet applications - knowledge of Adobe Creative Suite an asset
- Excellent time management, organizational and interpersonal skills including ability to work in a stressful environment and meet time sensitive deadlines
- Ability to work in a close teamwork situation, as well as to be self-motivated and unsupervised.
- Event planning experience an asset
- Community and tourism/visitor industry background an asset
- Proven ability to recruit and work cooperatively with volunteers
- Valid Yukon driver's license & clean drivers abstract

#### **Deadline**

**11:59pm, Tuesday, May 21, 2024.** Applications with cover letter, resume, and references may be submitted Attention: Andy Cunningham, Marketing and Events Manager, to the KVA Offices in person or by email. We thank all applicants but only short listed candidates will be contacted.

#### **Contact**

For additional information, detailed job description, or to apply contact:  
Andy Cunningham, Marketing and Events Manager - [ACunningham@dawson.net](mailto:ACunningham@dawson.net)