



The Smiths Falls Downtown Business Association is currently seeking an individual for a part-time (15hrs) - 2 month contract to assist the co-ordinator with various duties.

- Updating Business Directory on Website
- Visiting member businesses and updating database and website
- Regular postings on multiple Social Media outlets
- Attendance at committee meetings as required
- Assisting with Special Events
- Other duties as assigned

The ideal candidate would possess the following skills:

- Excellent communication skills
- Thorough Knowledge of Social Media channels
- Excellent computer skills
i.e. website design, graphic design, excel, etc
- 3-5 yrs experience working with the public, social media and website design

Anticipated start date would be the week of May 13, 2019.

Please submit resumes marked to the attention of "DBA" at 77 Beckwith Street North, Smiths Falls, ON, K7A 1T4 or email them to dba@smithsfalls.ca.

Resumes must be received no later than 4pm Friday, May 3, 2019.

Please note, only those candidates selected for an interview will be contacted.