



## FRIENDS OF FUNDY Content Creator / Digital Storyteller

If you are passionate about the Fundy region, love to celebrate all it has to offer and thrive in a team setting – come work with us!

### Position Summary

Reporting to the Executive Director, this spring/summer position will work with the Program & Events Coordinator to capture and share content that invites people to engage with the Friends of Fundy and better experience the surrounding region.

### Primary Duties and Responsibilities

The Friends of Fundy Content Creator / Digital Storyteller performs a wide range of duties, including some or all the following:

- Writing, editing, and updating content for promotion materials, newsletters, and websites.
- Crafting engaging content that aligns with our organization and community goals.
- Creating social media posts and managing social accounts, including responding to user comments and questions.
- Working with team members and community partners throughout the region sharing content ideas.
- Monitoring website and social media metrics.
- Lead the digital documentation of programs and events.

### Qualifications

- You have great verbal and written communication skills.
- You have experience in photography, digital design and crafting compelling messages.
- You have strong computer skills, are experienced using social media platforms and love capturing moments with photographs and video.
- You are a people person and connect with folks easily.
- Your ability to speak both official languages is an asset.
- You are creative, organized and all about the details.
- You have a valid class 5 driver's license and a reliable vehicle with appropriate insurance.

### Work Environment:

- Our office is located in the community of Alma and you will travel throughout Fundy Albert, St. Martins and Sussex.
- Depending on the day, we sit, stand and/or walk for extended periods of time.
- Supporting our partners and the guest experience means we work evenings and weekends to make it all happen.

### Compensation:

- \$17.50hr for a minimum of 12 weeks (37.5 hrs – 40 hrs week)
- 30% discount at the Outpost Gift Shops
- Season pass to Fundy National Park
- \$200 finishing bonus for completing season position – after Labour Day weekend
- Assistance securing accommodations is available if required

### To apply:

Send cover letter and your resume to [office@friendsoffundy.ca](mailto:office@friendsoffundy.ca)

*The Friends of Fundy is a non-profit charitable organization that exists to enhance public awareness and appreciation of the cultural and natural heritage of Fundy National Park and increase engagement in the surrounding area - the Rural Upper Bay of Fundy Region. As the official 'Friends' of Fundy National Park, we support meaningful guest experiences that contribute to the region's conservation, preservation and community development goals. We work closely with our partners on a variety of events and initiatives that support residents, businesses, and visitors to engage with the amazing natural, cultural, and historic attributes of the area. We operate three gift shop locations: Outpost East & Outpost West at the two entries of Fundy National Park*

*and Outpost Alma on Main St. in the Village. The shops host one of New Brunswick's largest selections of nature books as well as locally crafted jewelry, art, natural products and a fine assortment of games, puzzles, souvenirs, and official Fundy National Park merchandise.*

The Friends of Fundy is an equal opportunity employer.