



## **Ethio-Canadian Cultural Academy Inc.**

### **Employment Opportunity: Program Manager Part-Time Position**

Term of Employment: Immediate - December 31, 2020.

Starting Salary: \$20.83 Per Hour

Starting Date: Immediate

**Duties and Responsibilities:** Generally responsible for managing content calendar, and handling communications. The program Manager involved in various activities such as, social media, events, Grant applications, written communication. She/He will also be able to develop engaging content. the Manager should be a 'people's person' with great customer service skills and ability to create programs, be able to empathise with the clients and know how to respond in a manner that reflects the brand's values and build good the relationship with funders.

#### **Responsibilities**

- Manage and supervise classroom programming
- Set and implement social media and communication campaigns to align with marketing strategies
- Provide engaging text, image and video content for social media accounts
- Respond to comments and client queries in a timely manner
- Monitor and report on feedback and online reviews
- Organize and participate in events to build community and boost awareness
- Coordinate Communications teams to ensure Liaise with Government, corporations and other communities to stay updated on new grants and reports
- Build relationships with community members, industry professionals and journalists
- Support other staff to achieve the organizations goals and mission
- Other duties as required

#### **Requirements**

- Proven work experience as a community manager
- Experience launching community initiatives (e.g. building an online forum, launching online training or program, creating an event series and writing an email newsletter)
- Ability to identify and track relevant community metrics (e.g. student outcomes)
- Excellent verbal communication skills and Excellent writing skills
- Hands on experience with social media management for brands
- Knowledge of online marketing and marketing channels
- Attention to detail and ability to multitask

Apply by email [ethio.canadian@yahoo.ca](mailto:ethio.canadian@yahoo.ca)

Mrs Yalembrhan Beyene

President

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**Application Deadline May 29, 2020**