

<b>JOB TITLE:</b> Digital Transformation Coordinator	<b>LOCATION:</b> North Bay, ON
<b>START DATE:</b> July 13, 2021	<b>NUMBER OF WEEKS:</b> 7
<b>HOURS PER DAY:</b> 7.25	<b>HOURLY WAGE:</b> \$14.25

**ABOUT THE NORTHERN ONTARIO CURLING ASSOCIATION:**

The Northern Ontario Curling Association (NOCA) is recognized as the governing body for the sport of curling in Northern Ontario. NOCA aims to promote and develop curling as a recreational and competitive sport in the communities served by its member clubs and facilities.

**TASKS & RESPONSIBILITIES:**

- Implement, and train clients on the use of, online registration tools and processes
- Develop e-commerce solutions for clients
- Update websites (WordPress primarily)
- Audit websites and social media platforms for clients
- Plan digital marketing campaigns

**QUALIFICATIONS:**

- Strong organizational, time management, and prioritization skills
- Self-motivated and works well independently
- Advanced computer skills
- Experienced with websites, e-commerce, and social media (preferably familiar with WordPress, Linktree, Shopify, Facebook, Instagram, YouTube, and TikTok)
- Experienced with paid social media advertising

**HOW TO APPLY**

<b>CONTACT:</b> Bobby Ray (Executive Director)	<b>EMAIL:</b> info@curlnoc.ca
<b>DEADLINE:</b> July 6, 2021	<b>PHONE:</b> 705.499.0254

*As this position is supported by the Summer Experience program, candidates must be students currently enrolled in a secondary, or post-secondary institution or within six months of graduation and have reached the age of 15 and not yet reached the age of 25 upon commencement of employment or up to 29 years of age for persons with a disability, within the meaning of s.10 of the Ontario Human Rights Code, R.S.O. 1990, c. H.19, as amended from time to time.*