



### **Supreme Cheerleading Marketing, Events and Administrative Associate**

Supreme Cheerleading is hiring a passionate Marketing and Administrative Associate to assist in event planning, online marketing initiatives and office administration.

#### **Duties and Responsibilities**

- Take and edit captivating photos and videos in alignment with strategic marketing priorities.
- Schedule content across multiple platforms in alignment with campaign objectives
- Assist in the management of multiple social media accounts including engaging with followers, increasing reach, reporting metrics and responding to inquiries.
- Plan and execute internal and community events.
- Collaborate with internal team to set and meet brand exposure and sales goals
- Liaise with local media outlets and stakeholders.
- Stay updated regarding industry trends and best practices.

#### **Experience**

- Prior social media account management required
- Strong photography and videography skills. Ability to capture visually appealing content.
- Some post secondary education in marketing (in-progress applicants encouraged!)
- VSC police background check (or ability to obtain)

Job type: Part-time with potential to increase to full-time.

Location: Hybrid in-person and remote. Some travel may be required.

Salary: to commensurate based on experience.

Submit your application at <https://supremecheerleading.com/job-openings/>. All resumes will be reviewed the week of January 29, 2024.