

**Job Title: Subscriptions and Social Media Assistant**

**Company: Modern Dog Inc. & Modern Cat Inc.**

**Location: Vancouver, BC**

**Type: Part-time, 16 hrs per week**

**Date Posted: July 6, 2015**

### **Subscriptions and Social Media Assistant**

We're hiring! Are you articulate, friendly, helpful, organized, and good with people? We're looking for an individual to assist in our subscription department, and support our social media team with content creation and posting.

At Modern Dog and Modern Cat we offer a positive, team atmosphere and a congenial environment where each team member is valued. If you are looking for experience in the publishing industry, love dogs and cats, have the qualifications outlined below and think you are the right fit for this opportunity, we want you!

The ideal candidate will be fully computer literate and preference will be given to those having a post-secondary education in one of the following areas:

- Publishing
- Marketing
- Communications
- Commerce
- Business Administration

#### **Duties and Responsibilities**

- Top-notch customer service for subscriptions (via phone and email)
- Organized, fast, and efficient data entry
- General office administration including reception tasks, database updating,
- Contributing to quarterly editorial meetings with article and photo story ideas for the print publications
- Contest administration
- Generating approved website content for Modern Dog magazine
- Copy writing and image selection for the websites, newsletters, and social media (including Facebook, Twitter, and Instagram)

#### **Qualifications**

- Proficiency with Outlook, Excel, Word and general internet browsing are essential (database experience is an asset).

- Experience using social media to communicate and promote brands is also considered an asset.
- Strong interpersonal and communication skills combined with the ability to prioritize and meet strict deadlines; multitask; and work independently.
- Please note a strong working knowledge of the English language is mandatory for this position.

Preference will be given to those candidates who possess the qualifications listed above along with a:

- love for dogs/cats/animals
- good attitude (i.e., enthusiastic team player)
- positive outlook
- tactfulness
- resourcefulness
- helpfulness
- a drive to succeed

This is an in-office, part time position. Minimum 16 hours per week, schedule flexible, but during business hours (M-F, 9:00am to 5:00pm).

Please apply with cover letter and resume to [resume@moderndogmagazine.com](mailto:resume@moderndogmagazine.com) (with the subject line: Subscriptions and Social Media Assistant). Only those candidates that have been short listed for an interview will be contacted.

Thank you for your interest in Modern Dog and Modern Cat!