

Social Media & Engagement Coordinator

Co-op Opportunity



The Greater Victoria Harbour Authority (GVHA) is a not-for-profit organization that is committed to the stewardship and sustainable growth of Victoria's vibrant working harbour. We have a co-op position within the communications team for the summer, which will run from May 12 to August 29, 2025.

Purpose of Position

The Social Media & Engagement Coordinator develops and distributes engaging content across GVHA's digital channels and supports GVHA led engagement events and activities. We're looking for someone who is social media savvy across multiple platforms, enjoys connecting with people to craft and share compelling stories, and is curious and eager to analyze trends and experiment with new content forms and event formats to increase engagement.

Specific Accountabilities

- Develops and manages engaging content for social media platforms
- Analyzes performance using tools to optimize online engagement
- Adept in Adobe Creative Suite, Canva and scheduling tools like Hootsuite
- Assists with planning and logistics for GVHA led engagement events and activities
- Assists with the development and execution of communication projects
- Approaches all aspects of work with a lens of sustainability
- Represents GVHA in a professional and courteous manner

Working Conditions

- 37.5 hours a week from May 12 through August 29, 2025.
- Open office environment
- Regular site visits to GVHA properties around the Victoria harbour
- Evenings and/or weekends may be required to participate in events
- Exposure to various weather and operating conditions

Experience and Education

- College/University student in Business, Communications, Hospitality or Tourism, or any related field of study
- Proficient with a computer and all MS Office applications
- Experience in community engagement and client relations
- Experience with using various social media platforms
- Experience writing and optimizing copy for digital channels
- Knowledge of Adobe Design Suite preferred
- Experience in corporate communications is an asset
- Experience in photography and/or video production. Graphic design skills would be an asset.
- Experience working with local Indigenous communities is an asset

Personal Attributes

- Attention to detail

- Expert level of written English communication skills
- Excellent communication and customer service skills
- Ability to take initiative
- Can provide clear and concise information
- Can work independently and collaboratively in a team environment
- Ability to meet deadlines and accommodate shifting priorities
- Ability to maintain productive working relationships with diverse interest groups

What We Offer

- Training and Development: opportunities for professional development in the field of communications
- Supportive Work Environment: a workplace culture that values diversity, inclusivity, and respect for Indigenous knowledge and practices
- Compensation: \$23.00/hour plus 4% vacation pay
- Location: at GVHA's main office in downtown Victoria

How To Apply

To apply for this position, please email your resume and cover letter to hr@gvha.ca. The posting closes on Monday, February 17th at 5pm.

GVHA operates on the traditional territories of the Lək̓ʷəŋən People, the Songhees Nation and X̱səpsəm (Esquimalt) Nation. GVHA is dedicated to encouraging a supportive and inclusive culture amongst our workforce. Our goal is to ensure all employees are given equal opportunity, and that GVHA is representative of all sections of society.