

Job Title	Digital Marketing Specialist
Employment Type	Temporary, Full-Time — Canada Summer Jobs
Term	8 weeks
Hours per Week	35 hours/week
Wage	\$18.85 - \$21.00/hour
Location	Port Alberni, BC (in-person)
Start Date	May / June
Application Deadline	May 1, 2026 at 4:00pm

The Alberni Valley Chamber of Commerce is the regional voice for business — a membership-driven, not-for-profit organization registered under the Federal Board of Trade Act. We provide leadership, advocacy, services, and information to businesses and the community, with a vision to make the Alberni Valley a vibrant and prosperous place to live, work, and invest. Guided by an elected Board of Directors, we operate the Port Alberni Visitor Information Centre and McLean Mill National Historic Site under contract with the City of Port Alberni, and we are proud affiliates of the BC Chamber of Commerce and the Canadian Chamber of Commerce. Our work spans business support, government advocacy, tourism stewardship, and community connection

Eligibility

- be between 15 and 30 years old at the start of their summer job
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the job and
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
 - This includes having a valid Social Insurance Number at the start of their summer job

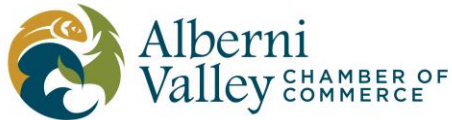
Tasks & Responsibilities

Digital Engagement & Technology

- Create digital content (graphics, reels, short videos, event posts) using AI-assisted tools and Chamber templates.
- Support social media scheduling on Instagram, Facebook, LinkedIn, and Threads.
- Assist in updating website pages, event listings, and business resources.
- Help develop digital “quick guides” for local businesses (e.g., how to update listings, how to participate in #albernilove, etc.).
- Use foundational AI tools to support writing, data entry, research, and content improvement.

Business Outreach & Community Engagement

- Conduct outreach to local businesses to share Chamber programs, collect feedback, and support participation in campaigns.



- Assist with the #albernilove campaign — including coordinating business features, distributing materials, and gathering stories.
- Support outreach to Indigenous-owned businesses and community partners.
- Attend Chamber events as part of the team (breakfasts, mixers, business walks, pop-up tables).
- Help prepare recap notes, photos, and engagement statistics after outreach activities.

Program & Service Delivery

- Assist with the set-up and delivery of Chamber and visitor programs (e.g., Shop Local, Visitor Engagement, Member Spotlights).
- Support the Visitor Centre team by preparing business information, updating brochures, helping with digital visitor resources, and identifying gaps in local information.
- Work with Chamber staff to identify opportunities to support community well-being, including highlighting food security organizations, volunteer opportunities, and community services.

Communications & Admin Support

- Draft short-form copy for newsletters, event notices, and social posts.
- Help maintain accurate contact lists, member information, and visitor resources.
- Track engagement metrics (number of businesses visited, social reach, analytics, etc.).
- Assist with general office tasks that support Chamber operations and member services.

Bamfield Chamber of Commerce Support

- Provide digital support to the volunteer-run Bamfield Chamber of Commerce, helping increase their capacity during peak visitation and wildfire-affected recovery periods.
- Develop and design business resources, visitor information, and communications materials for Bamfield operators.
- Assist with email responses, information requests, document preparation, and digital file management on behalf of the Bamfield Chamber.
- Support business outreach, surveys, and engagement sessions using digital tools like Constant Contact and Slido.

What We're Looking For

Required

- Strong written communication skills in English.
- Experience using social media platforms (Instagram, Facebook, LinkedIn).
- Comfortable working with digital tools and learning new software quickly.
- Organized, self-directed, and able to manage multiple tasks.
- Positive and professional approach to community engagement and customer service.

Assets

- Experience with graphic design tools such as Canva or Adobe Express.
- Familiarity with AI-assisted content tools.
- Knowledge of or experience working with Indigenous communities or organizations.
- Experience with email marketing platforms (e.g., Constant Contact).
- Familiarity with the Port Alberni and Alberni Valley community.



Working Conditions

The Chamber of Commerce and Visitor Centre is open 7 days per week in July and August, and five days per week in the shoulder and winter seasons. The successful candidate should be available to work outside regular hours on occasion for events, membership meetings, and community activities. Scheduling is discussed collaboratively with the team.

This role involves regular computer and desk work. Some light physical tasks may be required, including occasional lifting of supplies or brochures (up to approximately 20 lbs). The work environment is fast-paced during the summer season and involves regular interaction with the public, community partners, and business members.

Our Commitment to Equity, Diversity & Inclusion

The Alberni Valley Chamber of Commerce is committed to building a team that reflects the diversity of the communities we serve. We welcome and encourage applications from Indigenous peoples, racialized persons, persons with disabilities, women, and members of the 2SLGBTQ+ community. We are dedicated to fostering a workplace that is culturally safe, respectful, and inclusive for all.

Accommodations

Accommodations are available at any stage of the recruitment and hiring process. If you require support or have accessibility needs, please contact us at jolleen@albernichamber.ca and we will work with you to ensure a barrier-free experience.

How to Apply

Please submit your résumé, cover letter, and two references to:

Alberni Valley Chamber of Commerce

Email: jolleen@albernichamber.ca

Subject line: Digital Marketing Specialist — [Your Name]

Applications will be accepted until May 1, 2026 or until the position is filled. We thank all applicants for their interest; only those selected for an interview will be contacted.

The above is not an exhaustive list of duties. You will be expected to perform different tasks as necessitated by your changing role within the organization and the overall business objectives of the organization.