



MASJID USMAN
Pickering Islamic Centre

Job Title: Social Media Coordinator

Company: Pickering Islamic Centre – Masjid Usman

Location: Hybrid

Job Type: Contract / Freelance

Job Overview:

The Social Media Coordinator will support the marketing team by managing and creating content for our digital platforms and in-house events. This role requires someone who is tech-savvy, creative, and organized, with experience across social media, websites, email campaigns, and graphic design.

Key Responsibilities:

- Develop and publish engaging content across social media platforms (Instagram, Facebook, X, LinkedIn, etc.)
- Update and maintain website content using CMS platforms (e.g., WordPress, Wix, etc.)
- Design and distribute mass email campaigns using in-house emailing software.
- Manage content for Digital TV displays (e.g., lobby monitors and outside screens)
- Edit, Upload and maintain YouTube channel content
- Ensure livestream software is up to date and running
- Coordinate and distribute messages via WhatsApp broadcast lists or groups
- Design graphics and promotional materials using Canva, Adobe Suite, or similar tools
- Assist with other digital marketing and communication tasks as needed
- Advise the team on improvements and upgrades

Requirements:

- 2 years of experience in social media, digital marketing, or a related role
- Proficiency in social media management tools (Meta Business Suite)
- Experience with website maintenance, YouTube backend, and OBS
- Familiarity with mass email platforms and best practices
- Advanced graphic design skills Canva, Adobe Suite, or similar tools
- Strong writing, editing, and communication skills
- Highly organized and able to manage multiple tasks simultaneously

Preferred:

- Experience managing WhatsApp for business communication
- Knowledge of video editing or motion graphics is a plus
- Photography or content creation skills a bonus

What We Offer:

- Flexible work environment (in-person, remote, or hybrid options)
- Creative freedom and supportive team culture
- Opportunities for growth and professional development

How to Apply:

- Send the following items to (rshamsi@masjid.ca)
 - Resume
 - Examples of work completed
 - Link to Social Media Profile (if any)
 - Link to YouTube work completed