



***A full-service marketing & events agency that fuses sport-inspired thinking with business-driven precision to elevate your events, marketing, sport tourism strategy, and sponsor activations.***

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## **Contractor Opportunity: Admin & Social Media Assistant**

**Part-time | Flexible hours | Remote (within Canada) with occasional in-person (Ottawa area)**

We're looking for a resourceful, creative, and detail-oriented team player to support our busy agency with a blend of administrative tasks and social media coordination. This is a flexible contractor role for someone who:

- has experience as a freelancer (home office, self-starter)
- thrives in a fast-paced environment
- is proactive about calming the chaos (loves crossing things off a 'to do' list)
- brings a modern, on-trend approach to communications and can bring bold ideas to life

### **What You'll Do:**

- Provide weekly admin support, including scheduling, email management, and document organization (digital files)
- Assist with project coordination, meeting follow-up
- Coordinate our social media presence across multiple platforms (content creation, posting, engagement)
- Write captions that align with our brand voice and tone customized for each platform
- Design on-brand graphics and short-form videos (Reels, Stories, etc.) using Canva or similar tools using our style guide and templates
- Monitor and report on social media performance metrics
- Stay plugged into current trends and propose creative ideas to keep our content fresh and engaging

### **What We're Looking For:**

- Strong organizational and communication skills
- Experience with Canva and social media platforms (Instagram, LinkedIn, YouTube)
- Basic video editing skills (CapCut, InShot, or similar)
- A proactive, adaptable mindset with an eye for detail
- Comfort juggling multiple priorities and deadlines with a proven ability to work independently with minimal oversight
- Positive energy and a collaborative spirit that's a fit with a high vibe working environment

### **Contract Details:**

Approx. 20 - 25 hours/month (flexible schedule) starting Fall 2025 with the possibility of more hours as the role grows. The role is remote (within Canada) with occasional in-person meetings in the Ottawa area if feasible. A competitive hourly rate based on experience and results is available.

If this sounds like you:

1. Consult the [Careers](#) section of our website to learn more about our company culture.
2. Complete our online [iSPARK Careers Questionnaire](#).
3. Email [hello@isparkconsulting.ca](mailto:hello@isparkconsulting.ca) with your resume, portfolio/examples/links for your social media work and include a short note about why you'd be a great fit.