



NICHOLAS ALEXANDER
HOME & GARDEN

Creative & Social Media Director

Nicholas Alexander Home & Garden is looking for a part-time creative guru who shares our core values! You will work within a team environment assisting the owners and managers on a variety of interesting projects, DIY classes and photography around the Garden Centre and abroad on our job sites. Our diverse team of management, expert staff and vendors work side-by-side to create integrated social media campaigns, posts and useful informative tips to our customers. The creative director will also be in charge of setting up “Make & Take” class curriculums, posting and filling spots for classes as well as executing them on the desired dates. In addition to working in a range of scales, you will work in a range of contexts from kids’ birthday parties, exclusive ladies night events to DIY Make and Take events.

For more information about Nicholas Alexander Home & Garden check out our website at www.nicholasalexander.com

Responsibilities and Accountability:

- Post to social media channels - Facebook, Instagram, and Twitter daily with “Hot Topics, photographs, draws, promotions, new products arriving”
- Manage communication with prospective customers through social media channels.
- Create DIY make and take classes in partnership with management team.
- Prepare for DIY classes. Set up, hosting and take down.
- Help prepare creative content for store advertising.
- Keep potential clients up to date. Arrange times, rescheduling and keeping office staff/ management informed.

Skills & Attributes:

- Must be extremely creative and a people person.
- Have a valid Class 5 Drivers License with clean drivers abstract.
- Ability to represent our company professionally and honestly.
- Highly Organized and Focused.
- Effective Time Management.
- Ability to work well in a non-structured team environment.
- Strong organizational skills.
- Strong oral and written communication skills.
- Creative/Technical-oriented, strategic mindset

Work Conditions:

- Ability to manage large groups of people from young children to adults for DIY classes.
- Ability to multi task.
- Ability to come up with creative content and ideas for classes, events and sale weekends.
- Ability to work in a fast paced environment.
- Work required 20 hours during the week with the occasional need for extra time from March 15th – June 30th & Sept 1st – Dec 15th. Minimal hours throughout summer.
- Work closely with our vendors to develop and configure creative content.

Nicholas Alexander Home & Garden is committed to providing a workplace that encourages, supports and acknowledges the performance and innovation of our people, which in turn helps us deliver an unparalleled experience to our clients. We want to allow you to grow within your position and in turn help us grow as a company.