

## Job Description - Communications Assistant

### **What kind of job is this?**

The job is the **Communications Assistant** for *Fancy Hotel*.

This is a paid job.

The job is 5 days a week.

The workdays will be Monday, Tuesday, Wednesday, Thursday, and Friday.

The workplace will be at *Fancy Hotel* in New York City.

The job will start on June 1.

The job is permanent, which means it has no end date.

### **What is the job?**

The Communications Assistant's main job is to make sure that there is good information about Fancy Hotel online.

They will write articles and information about travelling to New York and about Fancy Hotel.

They will:

- Write posts and help run the company social media pages, like Facebook and Twitter
- Write newsletters and posts for Fancy Hotel's website
- Think of new ideas for ways to share news and information with customers
- Collect feedback from people who have stayed at Fancy Hotel

## What will a regular workday be like?

Some examples of the type of tasks that the Communications Assistant **might** do in a day are:

- Check and respond to emails
- Write the monthly newsletter about updates from the hotel
- Update our website with new information
- Write a post about interesting things for travellers to do in New York
- Post on the Facebook and Twitter account about travelling to New York
- Answer comments that customers have posted on Facebook and Twitter
- Write a survey for people who have stayed at *Fancy Hotel* to tell us what they thought
- Join Committee meetings to plan new ways to reach out to customers.

## Who are we looking for?

We are looking for someone who:

1. *Is good at using social media*

You know how to use Facebook, Twitter, and Instagram.  
You can share ideas and messages using these websites.

2. *Has experience with writing*

You like to write. You have written short articles before.

3. *Understands accessibility*

You understand that what we write must be accessible so everyone can be included. You have written or checked accessible information before.

4. *Knows about the city*

You know about interesting things to do for different types of people in New York. You can share ideas of things for people to do while they stay at the hotel.

5. *Can work with a team*

You work well with other people. You can build good relationships with the people you work with.

## **How to Apply?**

To apply for this job, please answer these questions:

- Why do you want this job?
- What skills do you have that will help you do this job?
- Have you ever done work like this before?

- Why do you think you would be a good Communications Assistant?

You can write the answers to these questions or you can make a video of you answering the questions.

Send your video or the answers you have written to [hr@fancyhotel.com](mailto:hr@fancyhotel.com) to apply.