



Marketing and Operations Coordinator

at [Lauren McCormick Photography](http://LaurenMcCormickPhotography)

Lauren McCormick Photography is a small wedding photography business with a focus on providing wedding couples in Ottawa with the best wedding day experience and high quality photos to remember their big day.

We are looking for a full-time (37.5 hours / week) marketing and operations coordinator to support our team of photographers. This is an entry level position, with ample opportunity to learn, grow, and develop.

WHO ARE YOU?

- You have strong writing skills with proven experience in creative writing
- You are passionate about photography and have some experience using the Adobe Suite
- You are a natural problem solver with a structured approach
- You are able to juggle multiple projects at the same time
- You have a natural curiosity and eagerness to learn

WE OFFER:

- \$35,000 - \$40,000 salary depending on experience
- 4 weeks of paid vacation to be used between November and May
- Sunday to Thursday work week with Sunday and Monday in office and work from home flexibility for the rest of your week

TASKS AND RESPONSIBILITIES:

- File management
 - Ensure all photos are received, stored, and backed up appropriately
 - Coordinate timelines for culling and editing to ensure a timely delivery of the images
- Coordinate social media content creation and scheduling across our different channels
- Develop and distribute our monthly newsletter
- Plan and write blog posts
- Image processing
 - Select highlights from wedding day galleries
 - Edit wedding day highlights
- Vendor management
 - Pre- and post wedding communication with other vendors
 - Develop and maintain initiatives to further develop relationships with other vendors in the wedding industry

HOW TO APPLY?

Interested in joining our team? Please send your resume and cover letter to erik@laurenmccormickphotography.com and we will get in touch with you

While we welcome all applicants, preference will be given to Indigenous candidates.

We have a vaccination policy in place for working in office.