



Type of Position: Independent Contractor

Position Title: Poster Installer

Position Start Date: August 16, 2021

Contract End Date: TBD

Location: Various (see below)

- Edmonton, AB & Area
- Prince Edward Island
- Lethbridge & Alberta South
- Southern Ontario (London & Area)
- Austin, TX & Area
- Irvine/Garden Grove/Covina, CA & Area
- Redding, CA & Area
- Lexington, KY & Area

About Glacier:

Glacier is an exclusive educational marketing powerhouse that is fueled by an extremely fun and competitive culture filled with people who always believe in doing the right thing. Established in 2013, Glacier is now a respected brand amongst post-secondary institutions across North America with the goal to revolutionize the educational marketing industry. We are a team of forward thinkers who are always looking to innovate and improve ourselves, the industry or our client's processes. From our unique high school advertising platform to our digital, creative and social media services, we are changing the way students receive educational information and how they make one of the biggest decisions of their lives.

About the Position:

The Poster Installer at Glacier is a casual contracted position who is the physical installer of our in-high school ads and a representative for Glacier. The contractor will be responsible for creating their own schedule and driving to and from partner high schools to install these posters. This role does allow for a significant amount of flexibility and is ideal for self-employed, semi-retired individuals.

We are looking for a confident, polite and outgoing individual who has day-time (Monday-Friday) availability. They must be an excellent and prompt communicator and must have familiarity with technology including camera phones, *Google Drive*, spreadsheets, and email. This individual will need to have their own personal vehicle to traveling to individual schools for installs.

Responsibilities:

- Review all install assignments via our tech platform
- Create personal installation schedule based provided deadlines
- Send and manage all email communications with existing High School Contacts
- Manage the receiving of any shipped posters
- Travel to predetermined high schools and installing posters
- Take multiple pictures of installed posters and uploading images to *Google Drive*
- Track and input travel and hours
- Remove of any old posters as determined by the HS Coordinator

Pay:

We pay you \$100 for every 4 hours (flat) plus \$0.25/km (US Rate may vary). Installs will vary significantly, but generally will take approximately 3-5 hours/week, with peak times increasing to approximately 10-25 hours/week. The work season is August - June with our busiest times in September/October and January/February. **Installs must be made between 8:30am and 3:00pm Monday - Friday.** Work hours significantly varies week/week and month/month.

Qualifications:

- Excellent communication and customer service skills
- Flexible schedule and availability is an asset
- Comfortable taking photos with cell phone
- Comfortable with phone apps (ex. Google Drive, Asana - training is provided)
- Access to email
- Accessible delivery location for FedEx (ex. House that can accept shipments easily)
- Ability to travel in and around the St. John's area
- Own personal vehicle

Nice to Have:

- Have existing *Google* account

Leah is waiting for your application! So flip her an email with your resume and cover letter (please indicate which area you are applying for in the subject line) to leah@weareglacier.org and she'll get back to you if the fit looks right. Good luck!

For more information, feel free to check out our website at weareglacier.org