



Do you love telling stories about our community, content creation and communicating?

JOIN OUR CHAMBER TEAM

Well, The Chamber is looking for a new friendly face for our Marketing and Communications Coordinator term position. Reporting to The Chamber's Communications Manager, our Marketing and Communications Coordinator is often the one behind the scenes creating, sharing and celebrating our members. As Marketing and Communications Coordinator, you get to be a part of the Chamber buzz at luncheons, conferences, member meetups, networking events and special VIP programs— *did you know we brought President Obama to Winnipeg?*

If you're positive, driven, and up for a fun, fast-paced and fulfilling career, we encourage you to keep reading...

WHAT IS THE CHAMBER?

Simply put, The Chamber is the gathering place for the business community. Founded in 1873 and Winnipeg's largest business association with 2,000 companies, representing close to 90,000 employees, we help build strong connections, provide leading resources and events, and in turn help businesses grow.

It's important for us to mention we are committed to creating a diverse, equitable, and inclusive workplace that represents the diversity of our community and encourages a variety of ideas, thoughts, and perspectives, where contributions are valued and everyone feels respected, welcomed, and has the opportunity to grow.

WORKPLACE CULTURE IS A PRIORITY

If you ask anyone on our Chamber team – they will tell you the workplace culture at The Chamber is...different. In a good way!

We're a small but mighty team of amazing people, running over 100+ events a year and dozens of dynamic business programming and resources. With that said, the health, safety, and happiness of our staff are important, we highly encourage a work-life balance, and our active Social Committee ensures we have the perfect balance of work and play - from surprise care packages, summer picnics, holiday parties, and experience-based activities (by the way, how good are you at Escape Rooms?).

ABOUT THIS UNIQUE OPPORTUNITY

- Oversee social media channels, including creating content, scheduling and posting
- Attend all Chamber-led events to capture photos and videos for social media
- Track and analyze social media strategies and submit findings



- Work with the Events and Communications department to create and market events, programs and other communications
- Create branded advertising campaigns, and support the Events and Communications team by coordinating and collecting content
- Create written content for the Chamber newsletter and blog
- Help develop and execute exclusive Winnipeg Chamber 150 activities for the 150th celebrations taking place in 2023/24
- Day-to-day administrative work required

MORE DETAILS

- Term: October 17, 2022 - November 3, 2023 (with potential for extension)
- Monday to Friday, minimum 35 hours a week
- May be required to work overtime and evenings; flex hours should be utilized
- Option to work remotely based per our Remote Work Policy
- Flex hours available to encourage work-life balance
- Frequently assigned - and must adapt to - changing organizational priorities

WHAT WE'RE LOOKING FOR

MINIMUM

- Highly organized and productive in a fast-paced environment with the ability to meet multiple deadlines while balancing multiple projects
- Post-secondary education in marketing, public relations or communications
- Able to effectively collaborate and work in a dynamic team setting
- Experience using Adobe Creative Suite and Canva
- Experience using Microsoft Office Suite
- Must possess a passion for Winnipeg as a place to live and do business
- Able to effectively collaborate, coordinate, lead social media platforms
- Customer-service oriented to effectively serve our members and Chamber community
- Creative Communications education is considered an asset
- Experience in a non-profit organization is considered an asset
- A college/university degree is considered an asset

PREFERRED

- Proven knowledge of communications and marketing ethics and best practices
- Quick and efficient problem-solver who can quickly troubleshoot issues and find solutions
- Exceptional written and oral communication skills
- Strong knowledge of best practices in print and electronic communications



- Experience using Constant Contact or Mailchimp
- Strong knowledge and experience with social media channels such as Facebook, Twitter, Instagram, LinkedIn and YouTube
- Understands the importance of consistent communication amongst team members
- Willing to continue to learn and grow in their own marketing and communications development (staying current with trends and new technology)

HOW YOU CAN APPLY

All qualified applicants/persons are invited to apply, and we especially welcome applications from Indigenous peoples, women, racialized persons, 2SLGBTQ+ persons, and persons living with a disability(s).

Please submit your cover letter and resume to Jess Borys, jborys@winnipeg-chamber.com by 4:00 p.m., Tuesday, September 27, 2022.

We are committed to creating an inclusive, barrier-free recruitment and selection process, and work environment. If we contact you for an interview, please provide us with your accommodation support requirements during the recruitment process. All information received in relation to accommodation will be kept confidential.

We appreciate the interest shown by all applicants; however, only candidates selected for an interview will be contacted.