



Are you eager to launch your career in Communications or Marketing? Do you thrive on creativity and getting things done behind the scenes?

JOIN OUR CHAMBER TEAM

The Chamber is seeking an **Event and Marketing Coordinator** who excels in both creative promotion and administrative precision. Join us in orchestrating Chamber events, collaborating closely with teams to enhance operational efficiency, and cultivating strong member relationships within our dynamic business community. If you're ready to champion community impact and share what Winnipeg has to offer let's make a meaningful impact together!

WHAT IS THE CHAMBER?

The Winnipeg Chamber of Commerce is the province's largest business organization, representing over 2,000 companies of all sizes, sectors, and a diversity of individuals from all backgrounds and lived experiences. We help businesses build strong connections, provide leading resources and events, and in turn help businesses grow.

WORKPLACE CULTURE IS A PRIORITY

At The Winnipeg Chamber of Commerce, we foster a team environment characterized by positivity and an unwavering belief in Winnipeg as an exceptional place to live, work, and play. 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.

If you ask anyone on our Chamber team – they'll happily share that this is a fantastic workplace where you will be accepted for who you are. Your ideas aren't just listened to; they're genuinely welcomed. Here, you'll find plenty of chances to get creative and see your ideas turn into reality.

We're a small but mighty and diverse team of amazing people, running over 100+ events a year and dozens of dynamic business programs and resources. With that said, the health, safety, and happiness of our staff are important, and we highly encourage a work-life balance.

ABOUT THIS OPPORTUNITY

The **Event and Marketing Coordinator** collaborates across the marketing and programs teams to execute marketing initiatives for events and programs. Responsibilities include developing materials for email, websites, and social media, supporting event setup, and managing administrative tasks as it relates to events support. The primary goal is to promote Chamber events, engage with the business community, enhance participant satisfaction and drive revenue to support The Chamber's vision and goals.

MORE DETAILS

- Work week is 5 days, Monday to Friday, minimum 37.5 hours a week.
- Flex hours to encourage work-life balance.
- Occasionally required to work overtime or evenings (e.g. during evening events); flex hours should be utilized
- Thrive in a workplace that adjusts to changing priorities within the organization.
- Fast-paced environment, where you'll have a great team supporting you, making it a fun experience.

WHAT WE'RE LOOKING FOR

Required Qualifications:

- Education in marketing and/or communications
- Adept at using Adobe Suite and Microsoft Office Suite
- Technical skills that enable quick training in design and content management applications
- Knowledge of best practices in print and electronic communications
- Knowledge and basic experience with social media channels such as Facebook, X, Instagram, LinkedIn, and YouTube

Preferred Qualifications:

- Post-secondary education in marketing, public relations, or communications
- Creative Communications education is considered an asset
- A college/university degree is considered an asset
- Experience in graphic design, marketing, and communications
- Experience developing marketing campaigns using an email marketing tool
- Experience with event or programming management and logistics
- Experience using a CRM system
- Experience using Canva, WordPress and/or Constant Contact
- Experience in a non-profit organization is considered an asset

Skills and Competencies:

- Commitment to valuing and promoting respect, equity and inclusion while committing to continuous learning.
- Ability to foster and maintain a respectful and positive working environment.

- Highly organized and productive in a fast-paced environment with the ability to meet multiple deadlines while balancing multiple projects.
- Quick and efficient problem-solver who can quickly troubleshoot issues and find solutions during events
- Creative eye, interest and experience in design and photography
- Exceptional written and oral communication skills
- Able to effectively collaborate and work in a dynamic team setting
- Able to effectively coordinate volunteers
- Customer-service oriented to effectively serve our members and Chamber community
- Understands the importance of consistent communication amongst team members
- Willing to continue to learn and grow in their own marketing and event planning development (staying current with trends and new technology)

HOW YOU CAN APPLY

We welcome applications from all qualified individuals. We strongly encourage Indigenous peoples, women, racialized persons, 2SLGBTQ+ persons, and individuals living with disabilities to apply.

Please submit your **cover letter and resume** to hr@winnipeg-chamber.com by **Wednesday, July 17, 2024**.

We are committed to fostering opportunities, diversity, and inclusion. Our dedication extends to providing a barrier-free recruitment and selection process, along with a supportive work environment. Should we invite you for an interview, please feel free to communicate your accommodation support requirements. This includes accommodations to enhance your interview experience. Your openness ensures that we can provide you with the best opportunities for success. Rest assured that all information related to accommodations will be handled with the highest confidentiality.

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