

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	COMMUNICATIONS COORDINATOR (WORKSTART)
JOB NUMBER	3108
NUMBER OF POSITION/S	1
NOC CODE	0611
CLOSING DATE	2018-02-08
LOCATION	Winnipeg, MB Inkster
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	30
HOURLY WAGE RANGE	TBD
WAGE DETAILS	Company offer a competitive benefits package complete with Health, Medical and Dental Coverage, with an Employer RRSP Contribution Program after probation period.
JOB TERMS	Part Time
JOB DESCRIPTION	The Communications Coordinator (and Marketing) is responsible for the development and execution of a high impact, measurable communications and marketing strategy online and in print, for both internal and external constituents across the organization.
JOB DUTIES	<p>Responsibilities:</p> <ul style="list-style-type: none"> - Identifying news, topics, trends, developments and resources to drive content creation. - Identifies and develops ongoing opportunities and strategies to improve content delivery. - Collaborates with the marketing and communications team to identify appropriate methodologies. - Provides coordination and logistics support to content development teams. - Writes all content for newsletters, internal bulletins and online communications material. - Writes content for various online media as assigned including blogs, campaigns and ad hoc projects ad required. - Works with the Social Media Coordinator to deliver content through social media platforms, including Facebook. LinkedIn, You Tube and Twitter. - Coordinate and develop a national and local media strategy and ensure regular contact with target media and appropriate responses to media requests - Create marketing and public relations strategies that will allow the organization s leadership to cultivate and enhance meaningful relationship with targeted audiences, including media and key influences - Manage the relationship with all outside communication and marketing agencies, consultants and suppliers, including budget allocation

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JOB DUTIES	<ul style="list-style-type: none"> - Works as a part of the news and editorial team to determine and develop content for various marketing and communications projects. - Works as PR to ensure press releases and other community based communications are done in a timely manner and on time to ensure that the public is aware of new initiatives and developments.
QUALIFICATIONS, REQUIREMENTS & SKILLS	<p>Qualifications:</p> <ul style="list-style-type: none"> - Minimum two (2) years of experience in communications, marketing, social media content management, media and/or public relations. - Demonstrated ability in writing social media, web communications, and e-marketing content. - Excellent ability in listening, written and oral communications skills. - Ability to work collaboratively and build relationships with internal and external constituents by telephone and face-to-face - Ability to think creatively and initiate projects - Ability to work within a team - Detail and process oriented with excellent organizational skills - Interest in learning new skills, expanding knowledge into new areas <p>Credentials:</p> <ul style="list-style-type: none"> - Vulnerable Sector Police Clearance - Social Media Management experience an asset (Facebook, Twitter, LinkedIn, Google, You Tube) - Web Development or ability to update Wordpress based websites an asset
APPLICATION PROCESS	<p>Send targeted resume Apply through your CC</p>
APPLICATION DETAILS	<p>Please kindly send your TARGETED resume to your CAREER COACH via e-mail. Please indicate the job number and the title in you application.</p>
JD	<p>Stacey Singbeil</p>