

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

POSITION	EVENTS COORDINATOR (WORKSTART)
JOB NUMBER	3109
NUMBER OF POSITION/S	1
NOC CODE	1226
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	Full time
JOB DESCRIPTION	Reporting to the President and Chairperson of the Board, and the Vice President (VP) the Events Coordinator will set and guide the strategy for all events of the organization including fundraising, revenue neutral events, galas, educational workshops and other gatherings to consistently articulate our mission.
JOB DUTIES	<p>Events Director Duties and Responsibilities:</p> <ul style="list-style-type: none"> - Manage staff responsible for event coordination activities. - Coordinate details of events such as conferences, workshops, events, trade shows, employee appreciation events and virtual events. - Calculate budgets and adjust when necessary, book venues and negotiate fees. - Prepare invitations and send out at appropriate time. - Work with communications team to promote the event using flyers, cold calling, and social media etc. - Development, production and delivery of projects from proposal right up to delivery. - Delivering events on time, within budget, that meet expectations set forth by the Board of Directors. - Setting, communicating and maintaining timelines and priorities on every project - Successfully managing an event team and working with the Volunteer director to ensure all staffing requirements are met for all events.
QUALIFICATIONS, REQUIREMENTS & SKILLS	<p>Requirements:</p> <ul style="list-style-type: none"> - Highly collaborative style; experience developing and executing events. - Excellent writing/editing and verbal communication skills

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QUALIFICATIONS, REQUIREMENTS & SKILLS	<ul style="list-style-type: none">- A strong track record as an implementer who thrives on managing a variety of key initiatives- Relationship builder with the flexibility and finesse to "manage by influence"- High energy, maturity, and leadership with the ability to serve others and the community.- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants and other supporters.- Self-starter, able to work independently; enjoys creating and implementing new initiatives- Have an understanding of charitable and not-for-profit organizations.- Vulnerable Sector Police Clearance
APPLICATION PROCESS	Send targeted resume Apply through your CC
APPLICATION DETAILS	Please kindly send your TARGETED resume to your CAREER COACH via e-mail. Please indicate the job number and the title in you application.
JD	Stacey Singbeil