



Communications Coordinator Full-time Term Position (one year)

At Sport Manitoba we fund and plan sports programs to promote the development of vibrant citizens, athletes and communities in Manitoba.

Reporting to the Director of Brand & Revenue, the Communications Coordinator is responsible for the planning, implementation, management and evaluation of Sport Manitoba's communication efforts and vehicles.

QUALIFICATIONS:

- Post-Secondary education in Communications or related field, or equivalent work experience.
- Experience coordinating and developing communication strategies and implementing tactical plans.
- Competencies with social media platforms, principles, and monitoring (Buffer or related).
- Experience developing email marketing/communications campaigns (Mailchimp or related).
- Excellent ability with Microsoft Office.
- Experience with media relations.
- Strong written, verbal and presentation skills.
- Strong collaborative and customer service skills and experience working with multiple stakeholders and volunteers within an organization.
- Ability to speak and write in both official languages is an asset.

Please submit in Microsoft Word or PDF format your confidential professional resume, cover letter, salary expectations and three references by email, no later than April 22, 2019, to hr@sportmanitoba.ca

Only those receiving an interview will be contacted.

* An equal opportunity employer.