

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Sales and Marketing Coordinator

Reporting to the Director of Parks & Recreation, the Sales and Marketing Coordinator will establish customer service delivery processes as well as the internal administration of recreation and financial software. The Sales and Marketing Coordinator will support staff in carrying out the required processes and tasks related to program registration, facility & park bookings, financial reporting, sales and marketing and other administrative tasks. The Sales and Marketing Coordinator is responsible for working with staff to produce and maintain marketing materials to deliver Parks and Recreation Services through social media.

EDUCATION

- Grade 12, G.E.D., or Mature High School Diploma;
- Post-secondary certification in office or business administration, recreation, marketing, communications or related field;
- Post-secondary education or course work related to parks operations, recreation, business, marketing and communications experience is an asset.

EXPERIENCE

- Three years of experience in government office (preferred);
- Experience in policy/guideline writing, social media, marketing, recreation administration and program planning;
- An equivalent combination of experience and education will be considered;
- Supervisory experience an asset.

Competition # 190073

Please apply with a cover letter and resume on-line at: <http://jobbank.brandon.ca/>

Posted on: October 31, 2019

Applications will be accepted until 11:59 p.m. on November 14, 2019.

This position is not included in a Collective Agreement.

The selection process for this competition will include testing and an interview.

The City of Brandon reserves the right to underfill this position.

Rate of Pay:

\$65,944 – 79,520 per year - 2019 rates.

Position Conditions: This is a full-time, permanent position of 36.25 hours per week.

For complete position details and requirements see the Job Description on the City of Brandon website.

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.

Serving and Building Community.