



# Job Posting

## Marketing and Events Coordinator

### Position:

The **Marketing and Events Coordinator** is responsible for planning and coordinating the organization's events and trade shows. This position is also responsible for the management of our websites and social media accounts.

### Responsibilities:

- Create and manage a monthly newsletter for employees and stakeholders.
- Manage websites and social media accounts.
- Develop engaging graphics and text posts for social media platforms including LinkedIn, Facebook, and Instagram.
- Planning and coordinating seasonal promotions, volunteer events, or information sessions.
- Aid in the preparation of PowerPoint presentations.
- Create events and informational posters for corporate events and activities.
- Maintain tickets for the various season tickets the corporation holds, handle the method and process of distribution to the team.
- Manage trade show coordination such as: bookings, set up, tear down, arranging staffing during the event.
- Assist in the preparation of brochures, reports, newsletters, and other materials.
- Other duties needed to help drive to our vision, fulfill our mission, and abide by our organization's values.

### Qualifications:

- ◆ Proven experience in social media management and marketing.
- ◆ Post secondary in marketing, advertising, business, or related specialty. M
- ◆ Strong written and verbal communication skills.
- ◆ Proficiency in graphic design tools. (Canva)
- ◆ Knowledge of website content management systems. (WordPress)
- ◆ Ability to work independently and meet deadlines.
- ◆ Proficient in Microsoft Office programs including Outlook, Excel, Word, and PowerPoint
- ◆ Effective verbal and written communication skills
- ◆ Strong analytical and reasoning abilities
- ◆ Organized with strong attention to detail.

**If you are interested**

**Please submit a cover letter and resume to [HR@stcigroup.ca](mailto:HR@stcigroup.ca)**

Indigenous candidates are strongly encouraged to apply. TD1-IN Exemption is available for status employees. We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.