



**JOB DESCRIPTION**  
**Events and Office Coordinator**  
**Full Time Position**  
**Transcona Business Improvement Zone (BIZ)**

**Position Summary:**

The Events and Office Coordinator of the Transcona Business Improvement Zone (BIZ), reporting to the Executive Director, will be responsible for organizing community events and programming and maintaining the office in a clean, professional manner.

**Key Responsibilities:**

**Customer Service**

Providing excellent customer service and communication skills to all members and guests, taking time to clearly answer their questions and provide accurate information in all formats in a professional manner.

**Event Planning**

Organize and coordinate activities for events and programming, including planning project budget and timelines, negotiate contracts for approval, securing sponsors, guest speakers, attendees, marketing and promotions, organizing volunteers, and handling stewardship.

Research and identify potential new sponsors and funding opportunities, prepare and complete proposals, including appropriate research, grant style, scope of project, timeline, and budget with financial break down linked to the duration of the project.

**Marketing & Communications**

Research and create editorials pieces for the quarterly issues of the BIZ Bullet, including new and established businesses. Secure advertisers and help create engagement between the community and membership.

Create approved content for BIZ social media accounts.

Ensure ongoing content on the corporate website to communicate programs, services, upcoming events, and resources in a timely manner.

**Office Management**

Maintain a current listing of members, contractors, media contacts, community organizations, and public interest groups in a relevant database to be used to send mail and email information out in a timely manner.

Provide administrative support to the Executive Director including, but not limited to correspondence, budget analysis, records inventory, maintenance, and programming of the Transcona Centennial Square and monitoring and arranging meetings.

Complete basic accounting, including accounts payable (paying bills) and receivable (sending invoices) duties, reconciliation, generating reports using QuickBooks Online.

Supervise and support the team of seasonal Community Ambassadors and the Graffiti Program Staff including onboarding, training grant proposals and scheduling.

Coordinate reader board advertising, both digital and non-digital, including billing and calendar bookings, and communication.

Coordinate special projects as needed.

**Qualifications**

- Post-secondary degree or diploma in Business Administration and Event Planning (or other related disciplines and experience).
- Demonstrated organizational skills, high attention to detail.
- Demonstrated initiative & ability to anticipate situations, problems, and outcomes.
- Valid driver's license and access to reliable vehicle.
- Ability to work evenings and weekends and outdoors in all weather is required.
- An understanding of the Transcona community and the needs of the local business community will be an asset.

If you are interested in applying for this opportunity, please forward your resume and cover letter with the position title in the subject line. Deadline for submissions is Monday, December 20, 2021 by 1:00 pm.

**Human Resources**  
**Transcona BIZ**  
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*Please be advised only those selected for an interview will be contacted.*