

JOB DESCRIPTION

Events & Office Coordinator



POSITION SUMMARY:

The Events & Office Coordinator for the Transcona Business Improvement Zone (BIZ) will be responsible for organizing community events/programming and completing clerical and administrative tasks within the office. This is a full-time position.

KEY RESPONSIBILITIES:

- **Customer Service**
 - Providing excellent customer service and communication skills to all members and guests, taking time to clearly answer their questions, and providing 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 breakdown 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 will be considered).
- 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.
- An understanding of the Transcona community and the needs of the local business community will be an asset.

REPORTING:

Reports directly to the Executive Director. The Executive Director reports to the Board of Directors.

HOURS OF WORK / WAGES / BENEFITS:

35 paid hours per week. Monday to Friday, 8:00 am - 4:00 pm with some evenings and weekends that may be required based on community events/programming. Salary starts at \$51,000 per year, includes three weeks of vacation, 10 paid sick days a year, cell phone allowance and a Health Spending Account after the completion of six-month probation.

If you are interested in applying for this opportunity, please forward your resume and cover letter with the position title in the subject line to ed@transconabiz.ca. Closing date: April 2, 2024.