



DIGITAL MEDIA COORDINATOR (REMOTE WORK OPTION AVAILABLE)

Manitoba Start is the leading provider of career development and job matching services to immigrants and employers in Manitoba. We assist newcomers in adjusting to the Canadian landscape as it pertains to employment and to enable meaningful connections to the Manitoba labour market.

Job Summary

Reporting to Director, Operations, the position is responsible for coordinating the organization's external communications program which entails drafting, designing and reviewing marketing materials, newsletters, press releases, etc. This position will also oversee website content development and the organization's social media strategy and platforms. The incumbent will have the option to work remotely or at the office.

Qualifications and Experience

- Post-secondary education from an accredited institution in Communications, Advertising and Marketing, etc. An equivalent combination of skills, education and experience will also be considered.
- 2-3 years of practical experience in a similar role (i.e. developing communication and marketing material)
- 2-3 years managing social media platforms, Facebook, Twitter, LinkedIn, YouTube and other social media platforms.
- Demonstrated high-degree of accuracy and attention to detail with strong written communication, research, documentation, problem-solving and analytical skills.
- Demonstrated understanding of SEO and web traffic metrics.
- Demonstrated ability to develop; and maintain positive and mutually beneficial relationships with partner organizations, newcomer clients, employers, co-workers, etc.
- Demonstrated ability to multitask, prioritize and meet deadlines while efficiently performing tasks independently and as part of a dynamic culturally diverse team.
- Strong computer skills, including Microsoft Office applications, database applications, web design and publishing.
- Demonstrated value for and understanding of principles of diversity.
- Knowledge of a second language is an asset.

Annual Salary: \$40,000 per annum (based on a 28 hour work week)

Competencies

Cultural Competence • Building Relationships and Networking • Accountability and Dependability • Professional Ethics and Integrity • Client-Centered • Decision Making and Judgment • Communication • Technical Knowledge

Manitoba Start offers a competitive benefits package and a comprehensive training program.

Qualified applicants may submit a cover letter and resume to HR@Manitobastart.com by September 12, 2022.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.