



Our client, located in St. Boniface, is looking for a Marketing Coordinator to start as soon as possible.

This non-profit organization does help newcomers settle into Canada. Perfect for the community-minded individual!

Job title: Marketing Coordinator

Details: Full time (35h/week), 8:30-4:30 with lunch hour closed, benefits from day 1, vacation

Place of work: Winnipeg - St. Boniface

Starting date: As soon as possible

#### **What You'll Do:**

- Help implement the organization's overall communication strategy
- Provide administrative and logistical support to meetings, projects, and events
- Take minutes, produce reports, and assist with other documentation
- Promote various projects and media events of the organization externally and internally
- Create and send out newsletters and press releases
- Create and update the content of the website and social media
- Other duties as assigned

#### **Who We're Looking for:**

- Post-secondary education in marketing, media, graphic design, or event planning
- Interest in the field of immigration and sensitive to cultural differences
- Be willing to travel and work some evenings and weekends
- Good knowledge of digital platforms such as blog platforms, social media, and Hootsuite
- Knowledge of Adobe Creative Cloud or similar graphic design software;
- Some experience with video production
- Hold a valid driver's license and has access to a vehicle
- Must be completely fluent in French – verbal, oral, written

If you fit the bill, we'd love to hear from you! Please send a resume to [anelle.mclaughlin@staffmax.com](mailto:anelle.mclaughlin@staffmax.com) and quote the job title in the subject line.

We thank all who apply, however only those who meet the criteria will be contacted for an interview.