



Do you love organizing and staging dynamic events and hearing the buzz of networking?

JOIN OUR CHAMBER TEAM

Well, The Chamber is looking for a new friendly face for our Event Coordinator term position. Reporting to The Chamber's Director of Marketing, our Events Coordinator is often the first point-of-contact with our event speakers and vendors and is front-and-centre in all the Chamber action. As the Event Coordinator, you get to be a part of the Chamber buzz at luncheons, conferences, member meetups, networking events and special VIP programs— *did you know we brought President Obama to Winnipeg?*

If you're positive, driven, and up for a fun, fast-paced and fulfilling career, we encourage you to keep reading...

WHAT IS THE CHAMBER?

Simply put, The Chamber is the gathering place for the business community. Founded in 1873 and Winnipeg's largest business association with 2,000 companies, representing close to 90,000 employees, we help build strong connections, provide leading resources and events, and in turn help businesses grow.

It's important for us to mention, we are committed to creating a diverse, equitable, and inclusive workplace that represents the diversity of our community and encourages a variety of ideas, thoughts, and perspectives, where contributions are valued and everyone feels respected, welcomed, and has the opportunity to grow.

WORKPLACE CULTURE IS A PRIORITY

If you ask anyone on our Chamber team – they will tell you the workplace culture at The Chamber is...different. In a good way!

We're a small but mighty team of amazing people, running over 100+ events a year and dozens of dynamic business programming and resources. With that said, the health, safety, and happiness of our staff are important, we highly encourage a work-life balance, and our active Social Committee ensures we have the perfect balance of work and play - from surprise care packages, summer picnics, holiday parties, and experience-based activities (by the way, how good are you at Escape Rooms?).

ABOUT THIS UNIQUE OPPORTUNITY

- Attend all Chamber-led events and assist in managing all event set-up, tear down and follow-up processes
- Oversee event page registrations, emails and confirmation passes
- Assess an event's overall success and submit findings.



- Be a liaison with vendors, exhibitors, and stakeholders during the event planning process to ensure everything is in order
- Have ongoing communication with the speakers and vendors to keep them up to date on event details
- Work with the Events and Communications department to create and build an engaging and dynamite event lineup for the upcoming 2022/23 and 2023/24 event seasons
- Day-to-day administrative work leading up to events

MORE DETAILS

- Term: August 1, 2022 - November 3, 2023 (With potential for extension)
- Monday to Friday, minimum 35 hours a week
- May be required to work overtime and evenings; flex hours should be utilized
- Option to work remotely based per our Remote Work Policy
- Flex hours available to encourage work-life balance
- Frequently assigned - and must adapt to - changing organizational priorities
- An excellent compensation package

WHAT WE'RE LOOKING FOR

MINIMUM

- Highly organized and productive in a fast-paced environment with the ability to meet multiple deadlines while balancing multiple projects
- Post-secondary education in business administration, marketing, public relations or communications
- A minimum of two years' experience in event coordinating or marketing
- Able to effectively collaborate and work in a dynamic team setting
- Experience using Microsoft Office Suite
- Must possess a passion for Winnipeg as a place to live and do business
- Able to effectively coordinate, lead and motivate volunteers
- Customer-service oriented to effectively serve our members and Chamber community
- Creative Communications education is considered an asset
- Experience in a non-profit organization is considered an asset
- A college/university degree is considered an asset

PREFERRED

- Quick and efficient problem-solver who can quickly troubleshoot issues and find solutions during events
- Exceptional written and oral communication skills
- Strong knowledge of best practices in print and electronic communications



- Experience using Constant Contact or Mailchimp
- Strong knowledge and experience with social media channels such as Facebook, Twitter, Instagram, LinkedIn and YouTube
- Understands the importance of consistent communication amongst team members
- Willing to continue to learn and grow in their own marketing and event planning development (staying current with trends and new technology)

HOW YOU CAN APPLY

All qualified applicants/persons are invited to apply, and we especially welcome applications from Indigenous peoples, women, racialized persons, 2SLGBTQ+ persons, and persons living with a disability(s).

Please submit your cover letter and resume to Kayla Buehler, kbuehler@winnipeg-chamber.com by Thursday, June 30.

We are committed to creating an inclusive, barrier-free recruitment and selection process, and work environment. If we contact you for an interview, please provide us with your accommodation support requirements during the recruitment process. All information received in relation to accommodation will be kept confidential.

We appreciate the interest shown by all applicants; however, only candidates selected for an interview will be contacted.