



**United Way**  
For a Better Winnipeg

---

Through United Way, people and organizations from across our community work together for a better Winnipeg.

# Marketing Coordinator, Events

Amazing events don't happen without amazing people!

The Marketing Coordinator provides administrative support and coordination services to the marketing team. This includes working collaboratively with volunteers, team members, and other members of United Way to ensure that the marketing program needs are effectively fulfilled. Reporting directly to the Vice President, Marketing & Engagement, and a member of the bargaining unit Unifor Local 191, he/she will:

- Provide primary administrative support to the Marketing Events team, which includes:
  - Maintaining accurate and complete data files within our organizational CRM system for use in marketing and event activities
  - Creating large and detailed invitation and mail lists, updating stakeholder profiles and creating/generating reports
  - Coordinating event attendance including RSVPs and ticket sales
  - Providing setup, tear down, logistics and registration support at events
  - Preparing routine correspondence and handling telephone enquiries by providing accurate and sensitive responses
  - Coordinating internal and volunteer meeting space and equipment
  - Recording internal and volunteer meeting minutes as required
  - Making event food arrangements
  - Providing events support, including volunteer coordination
- Provide any other administrative support, including support to the Communications team, such as posting prepared website content/revisions

You are a detail-oriented, results-driven, self-starting team player who has excellent interpersonal communication skills, and you possess the following attributes:

- A business certificate and two years' related experience or some equivalent combination
- Extensive Microsoft office suite experience, including Excel formula creation, pivot tables and data merges
- Experience in CRM or other data management systems
- Ability to learn and thrive in a dynamic, fast-paced, environment, manage several tasks simultaneously and work to precise timelines
- Ability to work independently and as part of a team, to take initiative and demonstrate imagination and problem solving ability
- Exceptional organizational skills

---

Please forward cover letter (indicating the role and where you saw the position advertised) and résumé by Friday, April 21, 2017 directly to:

**Cindy Stephenson, Director, Organizational Development**

United Way of Winnipeg

580 Main Street, Winnipeg, Manitoba R3B 1C7

Fax: 204-453-6198

Email: [careers@UnitedWayWinnipeg.mb.ca](mailto:careers@UnitedWayWinnipeg.mb.ca)

Visit [UnitedWayWinnipeg.ca](http://UnitedWayWinnipeg.ca) for more information