

Marketing Communications Coordinator Manitoba Trucking Association

18 month Term with possibility of developing into a permanent position

POSITION SUMMARY: Reporting to the Manager, the Marketing and Communications Coordinator is responsible for the coordination of marketing and communication including media, public, government and member relations.

Job Qualifications

- Prepare and distribute news releases to industry and local media
- Develop comprehensive marketing and event strategies
- Develop, manage and produce materials to create a cohesive image and message for marketing
- Coordinate events, prepare materials and execute components of engagement
- Business Development - research and finding new target market prospects
- Create new marketing tools from existing material/information

Education and Work Experience

- A diploma in Creative Communications, or other relevant post-secondary education or equivalent experience is required.
- Strong proficiency in MS Office applications and publishing programs.
- Promotional and/or event management experience an asset.

Professional Competencies

- Demonstrated member service commitment.
- Self-motivated and well organized approach with a strong commitment to quality and an excellent eye for detail.
- Ability to multi-task and prioritize conflicting demands calmly and effectively under tight time constraints, with a proven record of completing assignments on schedule.
- Strong interpersonal skills coupled with demonstrated verbal and written communication abilities.

Salary: \$34,500-\$39,500 per/year plus benefits

Please send your resume and cover letter by email to info@trucking.mb.ca

Closing date for applications: August 6th, 2010.