



## Event Coordinator

### Overview

---

Our client is a Winnipeg based organization that has been a leading pioneer in the recycling and sustainability field. Known for their conceptualization, design and delivery of complex programs, our team is excited to assist in the search for an Event Coordinator to join their growing Marketing and Communications team.

This position reports to the Marketing and Communications Manager and is responsible for coordinating events to support the Recycle Everywhere program in Manitoba. Exciting projects this tackles will include but not be limited to the incentive program and mobile app, Clean Manitoba initiatives, sponsored events, recruitment and supervision of the event team, as well as tracking related costs for the department.

We're looking for a driven self starter that has experience overseeing and coordinating large events. Strategic planning and workload management skills are critical attributes that the ideal candidate should possess. If you're passionate about sustainable initiatives and enjoy working with a team of qualified experts, consider this opportunity!

### Responsibilities

---

#### Sponsorship & Event Coordination

- Track and coordinate the attendance of CBCRA/Recycle Everywhere event staff at high profile events throughout Manitoba.
- Maintain and develop event calendar, strategically evaluate and undertake new event opportunities throughout the year.
- Supervise, train, and schedule event staff; including waste management training for volunteers and providing event bins.
- Develop and maintain detailed event plans including staffing, event kits, vehicles, schedules, contact information, parking, passes, accommodations, etc.
- Coordinates regular event team meetings.
- Tracks vendor invoices and expenses incurred by event team.

Participates in events and activities as needed, including occasional evenings and weekends.

#### Incentive Program & Mobile App

- Support the implementation and execution of the incentive program, which includes the app execution and administration.
- Monitor and provide timely responses for mobile app support inquiries and app reviews.
- Ensure winners are drawn, tracked and perform follow-up as required.
- Coordinate timely distribution of prizes.
- Actively participate in promotional opportunities for the incentive program.



- Make recommendations to help streamline the backend or other elements of the app or program based on user feedback.
- Support the development of community, grassroots approach for engaging Manitobans in recycling qualifying empty beverage containers.
- Clean Manitoba
- Coordinate the Clean Manitoba program, including tracking partners, liaising with potential new business partners, tracks progress, and reports on program.
- Supports business partner's requests, coordinates and ensures supply and distribution of clean-up kits.

## **Skills & Qualifications**

---

- Diploma or degree from an accredited University or College. Business Administration – Marketing, Creative Communications, or Environmental Program.
- Minimum 2 years experience with event coordination.
- Experience supervising others.
- Superior time management and organizational skills.
- Supervisory and communication skills required to support the event team.
- Support the event team in solving scheduling issues, onsite challenges or other needs.
- Coordinate event content, photos/videos for social media and stories.
- Ability to work on multiple projects at the same time and meet competing deadlines.
- Effectively work both independently and as part of a team.
- Willing to work flexible hours to meet deadlines as required.
- Access to a vehicle and a proof of a valid drivers license is a requirement for this role.
- Familiarity with waste management and recycling programs is a definite asset.

If you are interested in this exciting opportunity, please email a copy of your resume to **[sbuckley@fhblack.com](mailto:sbuckley@fhblack.com)**

We thank all applicants in advance, however, only those individuals who best meet our qualifications will be contacted. All other resumes will be kept on file for future consideration.