

## THE ASSOCIATES AND YOUNG ASSOCIATES OF THE ASPER SCHOOL OF BUSINESS COMMUNICATIONS AND MARKETING COORDINATOR

Reporting to the Foundation's CEO, this is a unique opportunity to grow in a fast-paced membership-based organization. The candidate will work directly with senior Manitoba business leaders, faculty, staff and students of the Asper School of Business. The successful candidate will draft, coordinate and execute all communication, marketing and social media and provide administrative support to the Foundation's three programs: **The Associates of the Asper School of Business, The Young Associates and The International Distinguished Entrepreneur Award. (IDEA)**. The successful candidate will be a highly motivated, creative, self-starter with administrative experience. A proven record in communications, and excellent administrative and interpersonal skills is essential.

### **QUALIFICATIONS REQUIRED:**

#### **Experience:**

- Working with Membership-based organizations.
- Developing and implementing strategic, multi-platform marketing communications plan and execution.
- Minimum of 3 years related experience in communications, marketing, writing, developing and implementing communications and marketing strategies is required.
- Demonstrated experience in creating a variety of presentations/publications using software/content management systems including PowerPoint, Adobe, InDesign, Publisher and Photoshop, WordPress.
- Effective governance processes including Board and Committee management, follow-up communication and minute taking.
- Demonstrated innovation in administrative meeting coordination, event and program development and delivery.

#### **Skills:**

- Excellent interpersonal skills, must demonstrate initiative and to work collaboratively with all levels of faculty, staff, students and senior leaders and the business community.
- Exceptional oral and written communication skills.
- Advanced proficiency with Microsoft Office suite, and InDesign, Publisher, database and website maintenance (WordPress)
- Post-secondary education, preferably in Business/creative communications/marketing. Preference will be given to graduates of the Asper School of Business.
- Flexible schedule that accommodates attending evening and early morning events.

We offer an excellent compensation package with a competitive salary and benefits plan. Please submit your resume, cover letter, and remuneration expectations to the attention of AnnaMaria Toppazzini at [ceo@associatesmb.ca](mailto:ceo@associatesmb.ca). We thank all of those who apply, however only those candidates selected for an interview will be contacted. Application deadline February 7, 2022.