



# JOIN OUR TEAM!

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## MARKETING COORDINATOR – Brandon, MB (Part-time, Term)

WESTMAN COMMUNICATIONS GROUP is seeking applications from energetic, highly motivated individuals to become part of our team. Westman is a successful, fast-paced and dynamic organization, with a positive, team-oriented work environment. We offer competitive compensation including a comprehensive and unique benefits package. Leverage your knowledge with a local technology leader.

### Key Responsibilities

- Assist the marketing team with social media initiatives/campaigns; assist with research and report relevant community events to add value to social media pages
- Plan and organize #ConnectingWestman community support initiatives and new community Open Houses
- Assist with the execution of marketing campaigns and customer-facing marketing materials
- Promote community initiatives such as high school scholarships; coordinate community sponsorships and donations
- Assist with media release development/distribution and other communications
- Assist with research and analysis of projects; issue applicable reports for the marketing department

### Qualifications

- Must be enrolled in a university/college Business Administration program (emphasis on marketing preferred) or be recent graduate of a Business, Marketing or Communications program
- Experience composing routine correspondence; outstanding writing, editing and proofreading skills
- Experience working with the public and external business contacts; customer service experience
- Excellent analytical, communication, and presentation skills; strong attention to detail and accuracy
- Self-motivated individual willing to take initiative to complete common goals
- A collaborative team player looking to share their creative talent

**This is a part-time, term position running from approximately November 1, 2020 to June 18, 2021.**

**Deadline for applications:** NOON on Monday, October 19, 2020.

***Please reference the position title in the subject line and/ or the body of the e-mail and/ or cover letter.***

As an equal-opportunity employer, we encourage applications from all qualified individuals. While we thank each applicant for their interest, only selected candidates will be contacted.

**Please submit your cover letter and resume to:**

Krista Derksen

E-mail: [hr@westmancom.com](mailto:hr@westmancom.com)

