



Job Description

Taste of Edmonton - Marketing Coordinator

Main functions: Supports the marketing and communications process for the Taste of Edmonton 2019 festival. This position reports to the Marketing and Event Managers and works closely with the Social Media Marketing Coordinator.

Duties:

Here's what you should bring and what you'll be doing:

- You can plan, organize, budget and implement marketing plans.
- You're comfortable in communicating with stakeholders including vendors, volunteers, staff and management.
- You will bring your event planning experience to the festival team.
- You take initiative to create killer marketing copy, reports, and presentation scripts.
- You're a team player, but can work independently.

Working conditions:

- Contract timeline is 35 hours/week Mid-May until Mid-August.
- Work weeks: Monday to Friday, 8 hours per day starting at 08:30 am.
- During the festival, there is an expectation of longer hours that will be paid at 1.5x after 44 hours of regular time, in accordance with provincial bylaws.

Employment requirements:

- Proficient in spoken and written English
- Punctual, meticulous, reliable, and a leader
- Current post-secondary student returning to school in the fall
- Proficient in the use of Microsoft Office applications
- Follow: human resource policies and procedures as set out in Alberta employment standards; current business processes and systems; and health and safety procedures and ensure policies
- Comply will all provincial federal and municipal codes of practice and bylaws
- Physically able to lift up to 50lbs and be mobile for 8+ hours
- Must be of legal age

Key competencies:

- You have good judgment and decision-making.
- You can plan, organize and implement events.
- You're able to collaborate and cooperate with multiple agencies and work groups.
- You have the ability to solve problems and troubleshoot professionally and efficiently
- You can coach and mentor others.
- And you're a quick thinker and able to develop solutions to problems effectively