



Community Events and Public Relations Coordinator Local Investment Toward Employment (LITE)

Position Summary

Reporting to the Interim Executive Director and the Operations Manager, the Community Events and Public Relations Coordinator is responsible for the coordination of LITE's fall events and public relations activities.

Major Responsibilities

- **Annual Wild Blueberry Pancake Breakfast** – Coordinate LITE's 14th Annual Pancake Breakfast including: Breakfast Committee meetings, venue set up and clean up, entertainment and sound, community caterers & food supplies, volunteers, crafters, ticket distribution and sales, follow breakfast budget and record expenses. Track information and write report with feedback upon its completion.
- **Ethical Purchasing Expo** – Carry out the Expo including the coordination of Expo committee meetings, venue set up and clean up, coordination of vendors and rental items, follow expo budget and record expenses.
- **Public Relations** – Carry out PR plan for LITE, including media strategy for both fall events. Coordinate PR Committee meetings and distribute tasks to committee members.
- **Fall Presentation Campaign** – Coordinate presentation logistics for LITE's fall campaign which includes presentations at churches, schools and businesses. Prepare presentation packages for volunteer presenters and LITE staff.

Qualifications

- Post secondary degree in a related discipline or combination of some post-secondary education and experience
- Extremely organized with the ability to multi-task and meet deadlines
- Positive attitude, outgoing and self-motivated
- Can work independently as well as part of a team
- Strong interpersonal skills including written and oral
- Competent with Microsoft Office, Publisher and Excel
- Public Relations experience (1 year)
- Event planning experience (2 + events)
- Able to work flexible hours some weeks
- Committed to CED principles and social and economic justice
- Experience working with Winnipeg's CED organizations is considered an asset
- Valid driver's license and access to a vehicle is considered an asset

Hours/Wage

Approximately 22.5 hrs/week, \$14.50/hr

Please note that while the average work week will be 22.5 hrs, the hours will not always be consistent (weeks of the events may require a longer work week, while others will be shorter)

Position begins late August and ends mid December (17 weeks)

Working Conditions

The Community Events & PR Coordinator will work out of the LITE office, 571 Selkirk Avenue. Work hours will generally be during the day, however some committee meetings may be held in the evenings to accommodate committee members. The majority of the hours will be worked in conjunction with another staff member in the office, but there may be some day time hours worked alone.

Deadline for Applications

Applications will be accepted until Friday, July 30th at 4:00 p.m. Please send applications by email to litedirector@mts.net or drop off your resume in the mail slot at 571 Selkirk Avenue.

We thank all applicants for applying, however only those who are selected for interviews will be contacted.