

 DIVISION SCOLAIRE LOUIS RIEL SCHOOL DIVISION 			
Events Specialist			
BULLETIN NUMBER:	394/E/26	DATE POSTED:	August 17, 2026
SCHOOL:	LOUIS RIEL SCHOOL DIVISION NORBERRY BOARD OFFICE		
COMMENCING:	As soon as can be arranged		
COMPENSATION:	\$67,308 - \$74,625 annually		
HOURS:	35 hours per week, 10.5 months per year, some evenings/weekends required		
JOB SUMMARY:			
Reporting to the Communications Manager, and under direction of the Superintendent of Schools, the Events Specialist will plan, lead, execute, and evaluate a variety of annual in-person, virtual and hybrid divisional events, while providing logistical support to teacher-led events for various stakeholders, including students, staff, and parents/guardians.			
RESPONSIBILITIES AND DUTIES:			
Responsibilities will include, but not be limited to: - Plan, lead, execute, and evaluate divisional events. - Prepare collateral for events as required. - Create and maintain strong working relationships with a variety of staff and vendors. - Provide creative guidance in event planning, ensuring events follow brand standards/guidelines. - Provide logistical support to teacher-led events, including budgeting, scheduling, and transportation. - Prepare collateral for events as requested by teachers. - Create and maintain strong working relationships with a variety of staff and vendors. - Provide creative guidance on projects, ensuring events follow brand standards/guidelines. - Create event communications plans and work plans. - Oversee content creation, hiring of photographers and videographers. - Perform other related duties as assigned.			
QUALIFICATIONS (EDUCATION AND SKILLS):			
- Creative Communications diploma, Event Planning and Hospitality Diploma, or a post-secondary degree in communications, recreation management, or related field. - Minimum two (2) years’ experience in event planning. A combination of education and experience may be considered. - Ability to manage multiple projects under tight timelines and deliver on deadlines. - Ability to work independently and in a team environment with staff and volunteers. - Experience working alongside Indigenous students, families, communities, Elders & Knowledge Keepers and organizations with the ability to build respectful and reciprocal relationships. - Ability to exercise sound judgment with creative approaches to problem-solving. - Experience with Adobe Creative Cloud and Microsoft Office 365 suite. - Knowledge of the public school system is considered an asset. - Excellent verbal and written skills in both official languages (English and French) preferred but not required.			
CONDITIONS OF EMPLOYMENT:			
- Satisfactory Criminal Record Check, including Vulnerable Sector Search. - Clear report from the Child Abuse Registry. - Completion of Respect In School or equivalent training. - Review and comply with Divisional policies and guidelines. - Valid Manitoba Driver’s License, current Driver’s Abstract, and access to a reliable vehicle. - Continued employment is subject to maintaining legal eligibility to work in Canada. - Ongoing commitment to Divisional Professional Development in the areas of Diversity, Equity, Inclusion, and Technology.			
APPLICATION PROCEDURE:			
- Apply by using the LRSD online submission process at www.lrsd.net. - Include in your resume and cover letter your strengths and abilities and clearly define how you meet eligibility for the role. - Identify the names and contact information of three references. - Address cover letter and resume to Staff Services, Louis Riel School Division. - Quote the Bulletin Number on the application; a separate application is required for each job bulletin. - Upload your resume and cover letter as one document.			
The Louis Riel School Division is committed to: - fostering employment equity and accessibility. We encourage applications from members of equity-seeking groups with diverse abilities, backgrounds, cultures, identities - providing an inclusive and barrier-free experience for people with accessibility needs. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. To make a confidential request, send an email to the Staff Services Department so that the necessary arrangements can be made.			
We thank all applicants for their interest. Only those selected for further consideration will be contacted.			
APPLICATION DEADLINE:	4:00 p.m., Monday, August 24, 2026		
 LRSD.NET Thriving Learners ∞ Flourishing Communities 900 St. Mary's Road Winnipeg, Manitoba R2M 3R3 Tel: 204.257.7827 Fax: 204.256.8553			