

# Events & Communications Coordinator

<b>BULLETIN NUMBER:</b>	<b>832/E/23</b>	<b>DATE POSTED:</b>	January 12, 2024
<b>SCHOOL:</b>	<b>LOUIS RIEL SCHOOL DIVISION BOARD OFFICE</b>		
<b>COMMENCING:</b>	As soon as can be arranged		
<b>COMPENSATION:</b>	Starting at \$59,644 annually		
<b>HOURS:</b>	7 hours per day, 5 days per week, 12 months per year. Some evenings and weekend required.		

## POSITION DESCRIPTION:

Reporting to the Communications Manager, the Events & Communications Coordinator will plan, 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. This individual will also assist the Communications Manager in:

- **Content Creation** – Contribute to the creation of digital, print, and audio/visual content for internal and external platforms including social media, website, e-newsletter, and print.
- **Media relations** – Provide support in addressing media inquiries. Develop and maintain local and national media contact database.
- **Crisis communications** – Help with the creation and timely dissemination of communications deployed as the result of unexpected, urgent situations.
- **Other related duties** – perform other associated functions within this classification as required.

## REQUIRED AND PREFERRED QUALIFICATIONS:

- Creative Communications Diploma or post-secondary degree in communications, marketing, or related field.
- Minimum two (2) years' experience in communications or event planning.
- Story creation and editing experience in traditional and digital mediums.
- Ability to manage multiple projects under tight timelines and deliver on deadlines.
- 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.

## APPLICATION PROCEDURES:

The Louis Riel School Division is committed to employment equity and accessibility. We encourage applications from members of equity-seeking groups with diverse abilities, backgrounds, cultures, identities.

- Apply by using the LRSD online submission process at [www.lrsd.net](http://www.lrsd.net)
- Include in your resume and cover letter your strengths and abilities in relation to the preferred qualifications listed above
- Identify the names and contact information of three references
- Address cover letter and resume to Michelle Jean-Paul, Assistant Superintendent Staff Services
- 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
- Offer of employment with the Louis Riel School Division is subject to the results of a Criminal Record Check (including Vulnerable Sector Search) and clear report from the Child Abuse Registry

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

**APPLICATION DEADLINE:** **4:00 p.m., Friday, January 26, 2024**