

Events Specialist

BULLETIN NUMBER:	914/E/23	DATE POSTED:	February 28, 2024
SCHOOL:	LOUIS RIEL SCHOOL DIVISION NORBERRY BOARD OFFICE		
COMMENCING:	As soon as can be arranged		
COMPENSATION:	\$51,615 - \$57,226 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, 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, 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 workplans.
- 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.
- 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:

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.
- 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.

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

APPLICATION DEADLINE: **4:00 p.m., Friday, March 15, 2024**