

True North Sports + Entertainment is looking for a knowledgeable and dependable individual to join our team.

The **Coordinator, Community Engagement** will assist in the administration, facilitation, and execution of all True North Sports + Entertainment community relations initiatives involving the Winnipeg Jets and Manitoba Moose brands. This term position will commence August, 2021 and conclude May, 2022.

What to be excited for in this role:

- Assist in managing and coordinating project details for community and/or charitable initiatives on an event-by-event basis.
- Assist in coordinating monthly autograph sessions.
- Guide CR volunteers, manage internal CR requests, and support project timelines and deadlines.
- Assist with tracking all spending associated to the Community Relations(CR)/Donations budgets.
- Work closely and creatively with the CR team to evaluate and innovate current events while exploring new meaningful opportunities.
- Work directly with the True North's retail department to source quotes and merchandise for prize packages/donation requests.
- Coordinate with the Marketing Department regarding auction events.
- Assist with maintaining database development and documenting donation requests.
- Process charitable donation requests (not associated to the Foundation) and order tickets for events, as required.
- Other duties as assigned.

What we need from you:

- Excellent interpersonal skills, personal organization, and superior attention to detail.
- A fundamental understanding of database processes.
- Highest level of personal and professional integrity and ethics.
- Proactive approach in anticipating problems and/or issues and providing superior customer experience.
- Strong written and verbal communication skills, including the ability to successfully communicate with general public.
- Ability to exhibit discretion and confidentiality as required when dealing with confidential information.
- Proven-ability to prioritize competing demands in a diverse and evolving environment, independently managing deadlines and corresponding workload.
- Strong proficiency with MS Office Suite.
- Ability to analyze data and situations conceptually and to conceive solutions.
- Must be flexible and willing to work extended hours, evenings, weekends, and holidays as required.
- Must possess class 5 Manitoba drivers' license.
- Be of good physical condition to conduct a variety of physically challenging duties and able to stand/walk for long periods of time.

To apply for this position please email your **resume and cover letter, including salary expectations** (in PDF format as one document) to hr@tnse.com. Please include **Coordinator, Community Engagement** in the subject line.

Closing date: July 5, 2021.

WE ARE TRUE NORTH.

We thank all that apply, however, only those selected for an interview will be contacted. No phone calls please.

