

True North Sports + Entertainment is looking for an energetic, service-oriented individual to join our team.

The **Coordinator, Partnership Services** will be responsible for supporting the retention and growth of True North partnership relationships through a variety of initiatives and programming. This role is responsible for creatively, and insightfully, managing activities that are required to support the activation and execution of all components of our True North partnerships.

What to be excited for in this role:

- Responsible for efficiently and effectively managing various projects through insightful and creative reporting.
- Support the execution of all aspects of True North partnership agreements including, but not limited to broadcast, digital, branding, promotional activities and activations.
- Manage ePitch partnership presentation platform to ensure that all asset details and imagery, data and Market Insights are accurate, informative, and current.
- Assist with the development and customization of partnership proposals.
- Effectively manage timelines and assist with the creation and execution of customer reporting (activation reports, mid-season, post season reports).
- Engage with external suppliers and partners to support the execution of all production components and approval processes required to execute partnership agreements.
- Manage the collection, and reporting, of data and insights to support partner activations and new business discussions (daily, weekly, monthly reporting).
- Manage various activation schedules for sponsorship assets, including game sponsorships, broadcast, and digital executions.

What we need from you:

- Post-Secondary Education (Business Administration, B.Comm., or related field).
- Minimum 2 years of professional experience in a sales, service, or project management role.
- Strong organizational skills and ability to effectively manage competing demands toward the successful and timely completion of projects.
- Excellent attention to detail and personal organization.
- Strong customer service skills with ability to develop relationships with stakeholders both internally and externally.
- Demonstrate excellent written and oral communication skills.

WE ARE TRUE NORTH.

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

- Strong computer skills with proficiency in Microsoft Office and Microsoft Excel.
- Passionate about the sports and entertainment industry.
- Flexibility to adjust schedule as needed to meet department demands, including working nights, weekends, and holidays as hockey and event schedule directs.

Due to the nature of the sports and entertainment industry where indoor public assembly takes place, it is True North's expectation that all employees must be fully vaccinated for COVID-19 in a manner approved by Health Canada. Providing confirmation of full vaccine status is a condition of employment unless a request for accommodation in accordance with The Human Rights Code (Manitoba) has been received and approved by True North. Reasonable documentation supporting any request for accommodation will be required.

*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, Partnership Services** in the subject line.*

Closing date: January 23, 2022

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