

Marketing and Events Coordinator Position

Request for Resumes

The Canadian Home Builders' Association Central Interior has an immediate opening for a **full-time position as Marketing and Events Coordinator**.

Job Summary

The Marketing and Events Coordinator will be responsible for coordinating several large events (Golf Tournament, House and Home Show, Keystone Home Building Awards of Excellence) and will participate with other staff in sponsor acquisition for dinner meetings and other events as required. Work hours are primarily from 8:30 am to 5:00 pm Monday to Friday but occasional evening and weekend work will be required.

Organization and Structure

The Marketing and Events Coordinator reports to the Executive Officer and has considerable responsibility and latitude to expand and enhance the above events and other new initiatives.

Nature and Scope

The successful candidate will be a positive team player with considerable past success raising sponsorship funds, a self starter and highly self-motivated individual with solid experience at coordinating events, and have a desire to familiarize themselves with a not for profit environment. It is critical that the candidate be comfortable and capable with computer systems, software (Microsoft Word, Excel, PowerPoint, Outlook), and administrative web site management functions. Experience and facility using social media a must.

Qualifications

Degree in a relevant discipline, or an equivalent combination of education and/or event coordination experience. Minimum of two (2) years of directly related experience in marketing and event coordination, preferably in a post-secondary environment.

Remuneration: commensurate with education and experience (\$17-\$20/hr range)

Commencement of Employment: April 25, 2011

Deadline for Applications: Applications will be accepted until **4:30pm Wednesday April 13, 2011**.

If a suitable candidate is not found, applications may continue to be accepted until the position is filled.

Please submit your application with cover letter to:

Patsy Bourassa, Executive Officer, 921C Laval Crescent Kamloops, BC V2C 5P4

Fax: 250-828-6611 Email: patsy@chbaci.ca

We wish to thank all applicants, however, only those under consideration will be contacted for an interview.