

Events and Communications Coordinator

The Role

Reporting to the Executive Director, the *Events and Communications Coordinator* will help NOIC clients grow their businesses through a variety of initiatives. This role focuses on supporting the business advisory team through daily/weekly social media posts and coordinating various NOIC events. As a key member of the NOIC team, the E & C Coordinator will share client success stories as well as the achievements of the NOIC. They will be responsible for working with regional businesses, partner organizations and entrepreneurs.

Duties and Responsibilities

- Contribute to NOIC social media and marketing initiatives, including content development/posting
- Plan and coordinate events to promote NOIC programming and/or NOIC clients
- Engage with new/prospective clients
- Support existing NOIC clients in a business advisory role
- Support NOIC initiatives which may include grant programs, professional development activities, kids' camps, conferences/trade shows, teaching, and community engagement
- Position NOIC as a trusted and reliable partner to all stakeholders
- Grow NOIC's non-government revenue
- Ensure client data in CRM is clean and organized
- Other tasks as assigned

This list includes the most common responsibilities, but it is not an exhaustive list. The Coordinator shall undertake those duties and tasks as determined by the Executive Director.

Skills and Qualifications

- University degree in Business-related discipline or College Diploma in Business-related discipline, or equivalent, relevant experience.
- Strong analytical and problem-solving skills.
- Strong time-management and organizational skills.
- Comfortable working within the Office 365 environment as well as working with various digital/content creation tools (Canva, Adobe, etc).
- Experience creating and sharing content via various social media and marketing platforms (Mailchimp, LinkedIn, Facebook, etc.) in an engaging, professional manner is highly valued.
- Ability to communicate effectively in English (spoken and written)
 - The ability to communicate in French, or other languages, would be an asset.

Working Conditions

- On-site at NOIC Thunder Bay
- Some evening/weekend engagements for events and networking.
- Overtime as required.

Salary Range: \$50,000 – \$60,000

Please submit your cover letter and resume/CV via email directly to:

Richard Gemmill, Executive Director at richard@nwoinnovation.ca

Deadline for submission is July 24th at 4:30pm.

Only those candidates selected for interviews will be contacted.