



## **Join Our Dynamic Team as an Events & Marketing Coordinator!**

**About Us:** At the Greater Niagara Chamber of Commerce (GNCC), we are more than just a non-profit, membership-based organization. We are the heartbeat of Niagara's business community, passionately dedicated to driving the success of local businesses and organizations. Our mission? To ensure that Niagara thrives both economically and socially, making it the best place to live, work, and play.

**Position Overview:** Are you a creative dynamo with a flair for events and marketing? We're on the hunt for a full-time, permanent Events & Marketing Coordinator who lives and breathes organization, creativity, and exceptional customer service. Reporting to the Director of Operations and Communications, you'll be instrumental in ensuring the seamless execution of our events and in supporting our marketing strategies. This role offers you the chance to shine, and the opportunity to explore the vibrant Niagara region.

**Who You Are:** You're a proactive go-getter who thrives in a fast-paced environment. Your experience in events and marketing is matched only by your passion for the community and a knack for building strong relationships. With your keen eye for detail and ability to juggle multiple tasks effortlessly, you're ready to make every project a smashing success.

### **Key Responsibilities:**

#### **Event Coordination:**

- Play a key role in bringing GNCC events to life, both in-person and virtual, by managing the planning and execution
- Ensure every event dazzles by meeting our high standards for quality and brand integrity.
- Oversee every detail, from setup to teardown, and handle any curveballs that come your way.
- Transport event essentials across the Niagara region, making sure each venue is perfectly prepped.
- Act as the go-to person on the day of events, ensuring everything runs like clockwork.
- Foster strong relationships with clients and vendors to deliver unforgettable experiences.
- Keep a meticulous record of event registrations, manage ticket sales in CRM system, and evaluate success through guest feedback.



### **Marketing Coordination:**

- Design eye-catching graphics and marketing visuals that captivate our audience, using the power of Adobe Creative Suite
- Be the driving force behind our content calendar, making sure our social media presence is always buzzing with fresh, engaging content.
- Craft compelling social media posts, capture exciting moments at events, and design eye-catching graphics that make our events irresistible.
- Amplify event visibility, maximize registrations, and keep our audience informed with targeted eblast campaigns.
- Spark engaging conversations and amplify our brand presence by actively connecting with followers across all social platforms.
- Monitor our media impact, track analytics, and keep your finger on the pulse of community engagement.

### **What You Bring:**

- A self-starter attitude with an insatiable curiosity and a love for learning.
- A master of organization with an eye for the tiniest details, capable of juggling multiple projects with ease.
- Stellar communication skills, both written and verbal, with the ability to negotiate like a pro and manage vendor relationships effortlessly.
- A collaborative spirit with the ability to lead, delegate, and inspire others to achieve excellence.
- The ability to stay cool under pressure, solve problems on the fly, and adapt to any situation.
- A proven track record in event coordination and marketing, with an impressive portfolio to back it up.

### **Preferred Skills & Qualifications:**

- Diploma or degree in event planning, communications, or a related field.
- 2-5 years of experience in event coordination and marketing, with glowing client testimonials.
- Proficiency with email marketing tools, graphic design (Adobe Creative Suite), and social media management platforms.
- Experience with Zoom, ticketing platforms and social media schedulers like Sprout.
- A valid driver's license and reliable vehicle.

### **Why You'll Love Working with Us:**

- Be part of a team that's passionate about making Niagara a better place.
- Flex your creative muscles and take the lead on projects that matter.
- Enjoy a supportive work environment where your ideas are valued.



- Embrace the opportunity to make a tangible impact in your community.

**Commitment to Inclusion and Human-Centered Hiring:** At GNCC, belonging is at the core of who we are. We welcome and encourage applications from people of all backgrounds, including all genders, races, ethnic origins, religions, abilities, and sexual orientations.

Accommodations are available on request for candidates taking part in all aspects of the selection process.

We ensure a human-centered approach in our hiring process, with no AI or automated systems involved in decision-making.

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

**Details:**

**Location and hours:** Our office is located in St. Catharines; however travel around the region will be necessary for site visits and execution of events. This position requires flexibility, with work often extending beyond traditional business hours.

**Language Proficiency:** This job requires proficiency in written and spoken English

**Compensation:** \$42,000-\$44,000 + cell phone and car allowance

**Benefits:**

A) After 3 months, coverage under GNCC's Group Insurance Plan.

B) After 1 year, participation in Group RRSPs

Ready to make a difference in Niagara? Apply today and let's create something extraordinary together!

Please submit your application in the form of resume and cover letter to Corrina Massicotte at [corrina@gncc.ca](mailto:corrina@gncc.ca) by Friday, September 27, 2024. (Note in the subject line: Events & Marketing Coordinator Position.)