

Job Posting - Marketing and Operations Administrator

Do you have a passion for marketing? Are you a creative person who enjoys working in a fast-paced, diverse and evolving environment? If you answered yes, then we want you to join our team and be a part of something amazing.

CAREERS: The Next Generation is a growing organization and we are looking for someone to support our Marketing and Event initiatives. Reporting to the Director, Communications and Marketing, you will be tasked with coordinating the marketing needs of the Operations team as well as supporting the many events we host across the province.

Your primary responsibilities will include:

Marketing

- Ensuring the marketing needs of the Operations team are met by coordinating requests and producing promotional material.
- Maintaining web and social media pages
- Creating and updating sponsor packages
- Maintaining a customer database
- Managing marketing materials inventory

Events

- Monitoring event progress and budget
- Coordinating event logistics which includes sourcing and negotiating venue contracts, catering and entertainment
- Enlisting and organizing volunteers
- Coordinating the event registration process by setting up online registrations, managing registration lists, payments, name tags etc.
- Communicating and assisting event sponsors, donors and registrants
- Ensuring sponsor commitments are fulfilled
- Providing onsite support during events

Other

This is primarily an administrative role and you may be called upon to assist or cover for other administrative positions.

As Marketing and Operations Administrator, you will have the following attributes and qualifications:

- Strong attention to detail
- Organization and time management skills, including and ability to manage and prioritize assignments
- Ability to anticipate needs of internal and external stakeholders by understanding their objectives and expectations
- Refined problem solving and negotiation abilities.
- Ability to take initiative and follow through on actions
- Experience using Adobe Creative Suite and Microsoft Office

- Experience using social media platforms
- Experience with web site management, customer databases, Google AdWords and SEO is considered an asset
- Certificate or Diploma in Marketing, Office Administration or similar discipline
- At least 2 years of experience supporting marketing and events management

CAREERS: The Next Generation is a unique, non-profit organization raising youth awareness of career options and helping students earn while they learn through internship. We partner with government, educators, communities, industry, parents and students to introduce youth to rewarding careers and develop the skilled workers of the future. Our vision is for strong, vibrant communities where youth develop their paths to career success. For more information on CAREERS: The Next Generation visit our website at nextgen.org.