



JOIN OUR TEAM!

PROMOTIONS & EVENTS COORDINATOR (PART TIME) – Brandon, MB

WESTMAN COMMUNICATIONS GROUP is seeking applications from energetic, highly motivated individuals to become part of our team. Westman is a successful, fast-paced and dynamic organization, with a positive, team-oriented work environment. We offer competitive compensation including a comprehensive and unique benefits package. Leverage your knowledge with a local technology leader.

KEY RESPONSIBILITIES

- Coordinate Special Events Team staff for event appearances; recruit, train and lead Special Events team members
- Coordinate and execute all on-air promotions and contests, in collaboration with the Program Director and Sales Manager
- Produce detailed proposals for contests and events
- Chair weekly promotional meetings, including providing a meeting agenda in advance, and distributing minutes and key meetings takeaways post-meeting
- Work with the Creative department to develop radio promotional spots and input liners that support promotions and events
- Identify promotional materials and coordinate purchases (as needed)
- Maintain up to date information regarding events and contests on the Q COUNTRY and STAR FM websites
- Assist with developing/executing branding strategies and campaigns
- Provide design inputs and assist with maintaining external advertising (social media, television, billboards, etc.)
- Provide relevant digital analytics and data to advertising clients as required

QUALIFICATIONS

- Broadcast, Business, Marketing, Communications or Public Relations certificate from a college, university, or technical school
- 2 years of related experience or an equivalent combination of education and experience
- Exceptional writing, editing and proofreading skills; ability to write promotional presentations, reports, business correspondence, company news releases
- Ability to supervise and provide guidance and direction to staff
- Self-starter with a strong passion to succeed
- Ability to effectively manage multiple tasks simultaneously while adhering to deadlines
- Passionate about promotions (radio, television, cable, and phone services)
- Must be available to work outside of work hours to attend special promotional events when needed
- Excellent interpersonal skills, with an energetic and proactive approach

Deadline for applications: NOON on Monday, November 23, 2020.

Please reference the position title in the subject line and/ or the body of the e-mail and/ or cover letter.

As an equal-opportunity employer, we encourage applications from all qualified individuals. While we thank each applicant for their interest, only selected candidates will be contacted.

Please submit your cover letter and resume to:

Krista Derksen

E-mail: hr@westmancom.com



WESTMAN | COMMUNICATIONS GROUP

westmancom.com

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