

True North Sports + Entertainment is looking for a service-oriented and organized individual to join our team.

The **Membership Services Coordinator** will assume the responsibility of providing an enhanced experience for Winnipeg Jets Season Ticket Members through coordination and execution of benefits and initiatives. Primary responsibilities include the full spectrum of sales and service support. This position is ideal for those who have a passion for coordinating or event planning.

What to be excited for in this role:

- The position will administer and coordinate the execution of multiple initiatives and programs including, but not limited to, coordination of Membership Experiences, and execution of Winnipeg Jets Season Ticket Membership programming and group sales events initiatives.
- Be the primary facilitator of Jets Ticket Membership benefits & experiences and programming.
- Assist with execution and planning of Partnership and Premium Department initiatives and events.
- Coordinate Ticketing and Premium department game duties and scheduling for Winnipeg Jets games and events.
- Coordination and execution of Winnipeg Jets group sales programming.
- Work closely with all other departments including Ticket Operations, Marketing, Community Relations, Event Staff, Game Production, Hockey Ops and Sponsorship to execute program initiatives.

What we need from you:

- Previous experience in as a coordinator or event planning role is a preferred.
- Strong service skills with a demonstrated ability to positively interact with the public.
- Outgoing, cheerful personality and excellent telephone manner.
- Strong analytical skills, with an emphasis on Microsoft Excel.
- Proficient knowledge of ticketing and CRM systems (Archtics and Account Manager preferred).
- Sound interpersonal skills and judgment to aid in management of relationships with various members, suppliers', peers, and supervisors as required in this role.
- Outstanding written and verbal communication skills.
- Superior attention to detail and excellent personal organization.

WE ARE TRUE NORTH.

We thank all that apply, however, only those selected for an interview will be contacted. No phone calls please.

- Very strong organizational skills to stay on task and effectively manage competing demands towards successful and timely completion of projects.
- Ability to work as a positive contributor to a creative team in a fast-paced sports and entertainment environment.
- Must be a self-starter who is able to work independently.
- Ability to maintain confidentiality and show professionalism and discretion with sensitive materials and data.
- Must be flexible with working evenings, weekends, and holidays on an as needed basis.
- Valid Driver's license and access to a vehicle is preferred.

Due to the nature of the sports and entertainment industry where indoor public assembly takes place, it is True North's expectation that all employees must be fully vaccinated for COVID-19 in a manner approved by Health Canada. Providing confirmation of full vaccine status is a condition of employment unless a request for accommodation in accordance with The Human Rights Code (Manitoba) has been received and approved by True North. Reasonable documentation supporting any request for accommodation will be required.

Why you should join us

As a top employer in Manitoba since 2008, True North Sports + Entertainment offers challenging and meaningful work in a fast-paced work environment, exciting opportunities with room to grow and develop, a variety of work day-to-day, and a rewarding and enjoyable place to work with an emphasis on People & Culture.

If you are looking to expand your skillset and abilities, grow into your role, as well as make an impact in our community, and that excites you, apply today!

To apply for this position, please fill out the online application form by [CLICKING HERE](#). You will be asked to upload your cover letter and resume at the end of the form (combined into one document).

Accommodations are available upon request throughout all aspects of the selection process. Candidates requiring accommodations may contact, in confidence, hr@tnse.com.

Closing date: June 26, 2022

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