

True North Sports + Entertainment is looking for a motivated and dependable individual to join our team.

The **Coordinator, Community Engagement** is responsible for assisting in the administration, facilitation, and execution of all True North Sports + Entertainment's community relations initiatives involving the Winnipeg Jets and Manitoba Moose brands. This role is responsible for maintaining excellent working relationships with internal and external patrons including, but not limited to, members of the Winnipeg Jets Hockey Club, Manitoba Moose Hockey Club, Canada Life Centre, and Bell MTS Iceplex.

What to be excited for in this role:

- Assist in managing and coordinating project details for community and/or charitable initiatives on an event-by-event basis.
- Guide volunteers, manage internal Community Relations (CR) requests, and support project timelines and deadlines.
- Work closely and creatively with the CR team to evaluate and innovate current events while exploring new meaningful opportunities.
- Assist in coordinating monthly autograph sessions/events.
- Work closely and creatively with the CR team to evaluate and innovate current events while exploring new meaningful opportunities.
- Support administration tasks such as tracking all spending associated to the CR/Donations budgets and maintaining invoices and purchase orders.
- Assist with maintaining database development and documenting donation requests.
- Prepare year-end donation in-kind reporting.
- Send responses to all donation requests received by True North.
- Support the process of charitable donation requests (not associated to the Foundation) and order tickets for events, as required.
- Other duties as assigned.

WE ARE TRUE NORTH.

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

What we need from you:

- Excellent interpersonal skills, personal organization, and superior attention to detail.
- Superior attention to detail and excellent organizational skills.
- A fundamental understanding of database processes.
- Highest level of personal and professional integrity and ethics.
- Proactive approach in anticipating problems and/or issues and providing superior customer experience.
- Strong written and verbal communication skills, including the ability to successfully communicate with the general public.
- Ability to exhibit discretion and confidentiality as required when dealing with confidential information.
- Ability to quickly understand areas of concern to either resolve issues on the phone or in person or refer to the correct department.
- Proven ability to prioritize competing demands in a diverse and evolving environment, independently managing deadlines and corresponding workload.
- Superior skills in the use of pc-based tools (Microsoft Office suite of products – spreadsheet, word processing, databases).
- Ability to analyze data and situations conceptually and to conceive solutions.
- Must be flexible and willing to work extended and sometimes unpredictable hours on weekdays, evenings, weekends, and occasionally holidays, as required.
- Must possess class 5 Manitoba drivers' license.
- Be of good physical condition to conduct a variety of physically challenging duties and ability to stand/walk for long periods of time as the CR team hosts/attends many community events.

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.

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: July 24, 2022

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