



PROMOTIONS & VOLUNTEER COORDINATOR - WCGtv (BRANDON, MB)

WESTMAN COMMUNICATIONS GROUP (Westman) is seeking applications from energetic, highly motivated individuals to become part of our growing team!

Westman is an industry-leading communications provider based in Brandon MB, offering residential and commercial High-Speed Internet, Digital TV, and Phone services in communities across Manitoba. Established in 1977, as a locally owned and operated cooperative, Westman is dedicated to delivering competitive and innovative services, providing an exceptional member experience, and supporting the communities we serve.

What we have to offer:

- Competitive compensation package.
- Comprehensive group benefits plan (extended health; life; dental; vision; GRRSP; and health and wellness).
- Various Learning and Development initiatives, and opportunities to grow within our team!
- Opportunity to participate in company events and activities and enjoy our company perks!

What you'll do:

- Coordinate and maintain WCGtv's social media accounts, including content creation and daily posts.
- Assist in promoting new and live programs to be played on our local and regional channels.
- Recruit volunteers from communities with Westman Communications services, collecting information on their availability and skills.
- Communicate frequently with volunteers to ensure they are satisfied and well-placed, addressing any of their concerns and arranging for appropriate training as needed.
- Ensure proper coverage of events by discussing volunteer need with internal stakeholders.
- Organize, schedule, track, and follow-up on equipment rentals used by volunteers.
- Collect and document pertinent information for periodic reports, such as monthly PSA records.
- Publish schedule of Brandon WCGtv listings on a weekly basis.
- Answer incoming calls and perform administrative duties (copying, faxing, etc.).

What you'll bring to the team:

- Completion of grade 12 or equivalent; 2-year diploma or bachelor's degree in public relations, communications, marketing or related field is considered an asset.
- A minimum of one year of related experience within recruitment, computer/data entry, social media management, and public relations (such as volunteering) is required.
- Experience with digital marketing is considered an asset.
- Basic understanding of control room equipment and program scheduling is considered an asset.
- Strong knowledge of computer programs including Microsoft Word, Excel, Access, Approach, and Adobe (or similar design programs).
- Strong understanding of media/social media.
- Must hold a valid driver's license and be willing to travel.

DEADLINE FOR APPLICATIONS: This position is open until filled.

As an equal-opportunity employer, we are committed to an inclusive and barrier free environment at Westman Communications Group and encourage applications from all qualified individuals. If you require a reasonable accommodation at any point during recruitment process or would like to request this posting in an alternate format, please indicate by emailing hr@westmancom.com of the accommodation requirements. While we thank each applicant for their interest, only selected candidates will be contacted.

**Apply today to join our team at <https://westmancom.com/careers>
and begin your exciting career journey with us!**