

Job Posting

Coordinator, Events and Media



Position Title: Coordinator, Events and Media

Salary: \$40,000 - \$45,000 per annum

Employment Definition: Full-time (35 hours per week) regular

Supervisor: Director, Member Relations & Events/President

Position Start Date: January 28, 2019

Overview:

Reporting to the Director, Member Relations & Events (80%) and the President (20%), the incumbent is responsible for marketing and logistical support of the annual Power of Water Canada Conference and other OWA led events and designing and implementing social and traditional media strategies.

Education/Requirements

- Degree or Diploma in Marketing, Journalism, Communications or Event Management
- Minimum of 2 years of experience gained in a related role
- Demonstrated track record in the execution of corporate or not-for profit events
- Sound knowledge of branding and marketing principles and processes
- Strong knowledge of all Microsoft Office applications
- Strong project management skills
- Excellent verbal and written communication skills along with strong interpersonal skills

To Apply:

For more information, [click here](#) to view the full [Position Description](#), or visit www.owa.ca/employment-listings/

Those interested in applying are asked to submit a cover letter and resume by email to info@owa.ca (Microsoft Word or Adobe PDF) no later than December 31, 2018 at 4:00 p.m.

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