

# 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/](http://www.owa.ca/employment-listings/)

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

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