



**Manitoba Aboriginal Sports & Recreation Council (MASRC)
Communications and Social Media Coordinator**

Post date: September 27, 2019

Application Deadline: When a suitable applicant is found

Full-time: 35 hours/week

MASRC Vision

The Manitoba Aboriginal Sports & Recreation Council (MASRC) is a not-for-profit organization that exists to empower Manitoba's Aboriginal (Metis, Inuit, First Nation) Community to grow physically, spiritually and culturally through Sport and Recreation.

Position Description

Under the direction of the Executive Director (ED), the Communications Coordinator will assist in developing, growing and maintaining communication with our coaches, athletes, communities and the general public. The goal of the Communication Coordinator is to promote, communicate and educate all stakeholders in the vision and happenings of the MASRC, through Facebook, Instagram, Twitter and the MASRC website and other media.

Qualifications

- Post-secondary courses in communications; or equivalent work experience.
- Several years of proven experience in communications in a variety of platforms and software
- Excellent verbal and written communication skills.
- Self-motivated with excellent organizational skills with strong attention to details.
- Comprehensive knowledge of MS Excel, MS Word, Outlook and Social media platforms
- Proven ability to follow direction and complete tasks within specified time frames.
- Ability to work independently, in a team and with the public

Other

- Criminal record check is required
- Preference will be given to those of Aboriginal descent

If you wish to be considered for this position, please submit a cover letter and resume to:

**Executive Director
Manitoba Aboriginal Sports & Recreation Council,
105 - 145 Pacific Avenue, Winnipeg, MB. R3B 2Z6**

or email:

mel.whitesell@sportmanitoba.ca

We will only contact the top-rated candidates to be interviewed. Preference will be given to qualified Indigenous applicants. Qualified individuals are encouraged to self-identify on their cover letter. The position is in Winnipeg. For additional background on the MASRC please refer to [**www.masrc.com**](http://www.masrc.com)