



Macdonald-Headingley

R E C R E A T I O N D I S T R I C T

Employment Opportunity – Permanent Full time

The Macdonald-Headingley Recreation District invites application from suitable and enthusiastic candidates for the position of a full time Communications and Office Coordinator.

Position Summary:

Reporting to the Recreation Director, the Communications and Office Coordinator is responsible for the day to day office administrative duties, social media and website management, marketing, creation and production of the Recreation and Resource Guide and other promotions.

Qualifications:

- Minimum high school education
- Ability to work independently as well as part of a team
- Exceptional communication and organizational skills
- Experience with posting and maintaining web content
- Proficiency in Microsoft Office and desk top publishing (Adobe Creative Suite preferred)
- Experience and knowledge across all social media platforms and management tools (Facebook, Instagram, Twitter, Hootsuite, etc.)
- Valid driver's license and access to a vehicle

Complete job description can be found at www.mhrd.ca

To Apply:

Applicants must submit a resume with an application letter and references by Friday, June 15, 2018.

Submit to:

Susanne Moore, Recreation Director
Macdonald-Headingley Recreation District
81 Alboro Street
Headingley, MB R4J 1A3
Email: susanne@mhrd.ca

We thank all that apply, however only those candidates being considered for an interview will be contacted.