

COMMUNITY EVENTS TEAM SUMMER STUDENT – FULL TIME TERM

Reporting to the Manager, Development, the summer student will serve as a Public Ambassador at Manitoba Liquor & Lotteries sponsored events and liaise with external events organizers and community organizations. Summer Students are expected to have a flexible work schedule with availability to work evenings and weekends.

Duties:

- Provide administrative support for the Community Relations program.
- Participate in pre-event planning and training sessions, assist in defining event objectives.
- Assist with event activation plans, including program planning, and detailed event logistics and summaries.
- Support pre-event communications, prepare collateral materials and arrange promotional materials and merchandise for events.
- Assist in the preparation of/and transportation of event equipment, displays, signage, etc.
- Arrange for pick-up and drop-off of promotional and prizing items.
- Pre-event site visits to review venue features, parking arrangements and undertake utility requirements checks.
- Manage all assigned event logistics and attend events representing Manitoba Liquor & Lotteries both in the community and within the Casinos.
- Run event draws and prize promotions as required.
- Transport all materials and equipment to event sites and locations.
- Participate in all set-up and tear-down activities, transport all materials and equipment.
- Assist with post event draw and determine winner(s), contact winners as required and facilitate prize pick-up.
- Encourage a climate that supports diversity.
- Other duties as assigned.

Primary Qualifications:

- Minimum of 1 year completed education in a Post-Secondary Institution in Marketing, Business, Communications, Sports Recreation, Event Coordination or Volunteer Management and must be returning the following year.
- Must maintain a valid class 5 driver's license.
- The core competencies for this position include achieving quality results, adaptability/managing change, communication, customer service, decision making and problem solving, integrity and building trust, teamwork and cooperation and valuing diversity. These competencies are deemed important for the success of the position and organization.

Interested Individuals should apply by submitting a current resume and application to:

Email: careers@mbll.ca
Mail: Human Resources
1555 Buffalo Place
Winnipeg, Manitoba
R3T 1L9

All applications are due by February 25, 2018.

We thank all interested applicants, however, only those selected for interviews will be contacted.