



Job Posting: Communications and Meeting Coordinator

Purpose

The Cape Breton Partnership (Partnership) is looking for a driven multi-talented person to fill a dynamic and evolving role. As Communications and Events Coordinator you will contribute to the Partnership's team effort by supporting the Cape Breton Regional Enterprise Network (CBREN) activities of the Partnership. You will produce high quality work while working in a fast paced environment.

Duties & Responsibilities

Administrative

- Primary 'go to' person responsible for the scheduling, booking and coordination of meetings.
- Compose and distribute meeting notes and routine correspondence.
- Set-up and maintain paper and electronic filing system for records, correspondence and other material.
- Conduct research as needed, compile information and develop reports.
- Review and proofread work done by others, editing for spelling, grammar, and ensuring that documents follow the Partnership's format policies.

Communications

- Writing for internal and external communications to various stakeholders, which include press releases, newsletters, corporate letters, sales and marketing collateral.
- Manage the CBREN-oriented social media engagement process, and align campaigns with the CBREN's business and marketing priorities.
- Analyze and report on social media campaign metrics as it relates to the CBREN's business and marketing objectives.
- Work with Partnership staff to drive interactions with the Inverness, Richmond and Victoria County region's business community by creating interesting and engaging content.
- Maximize followers and engagement by leveraging various social media platforms, ex: Twitter, Facebook, Instagram and LinkedIn.
- Develop and manage the content calendar across all platforms ensuring a steady stream of relevant content.

Events

- Work with Partnership staff to arrange business conferences, meetings and information sessions.
- Maintain scheduling and event calendars.
- Coordinate with necessary third-party agencies/vendors to carry out events on time and budget.

Skills & Qualifications

- Excellent written and verbal communication skills are critical to the success of this role.
- Post-secondary level education in a relevant discipline from a recognized academic institution; degree or diploma in Business Administration, Public Relations, Journalism or similar designation.
- 1-3 years of experience.
- Professional experience writing for and building online communities.
- Must be available to work occasionally outside of normal business hours.
- Must reside and be able to work in Victoria, Inverness or Richmond County.
- Self-starter who is able to anticipate and prioritize business needs.
- Proven interpersonal skills, being able to exercise sound judgement, tact, and discretion when dealing with others.

Additional Qualifications

- Bilingualism would be considered an asset.
- Professional experience writing for and building online communities is a plus.

Working Conditions

- The Economic Development Officer – BRE, will work in both an office environment and in the field and will work a standard work week. Flexibility in working hours is required as some work will happen outside the standard work week. Place of work to be determined, candidate to provide indication of preference. Travel throughout the regional will be required.

Compensation

- A competitive salary will be offered based on qualifications and experience.

Contact

Please send cover letter and resume by September 30, 2016 to Keith MacDonald, President & CEO of the Cape Breton Partnership by email at keith@capebretonpartnership.com.