MANITOBAH

WE'RE HIRING!

MARKETING COORDINATOR - FULL TIME (40 HRS/WEEK)

Manitobah is dedicated to a greater cultural diversity throughout our business operations and hiring process. As a company rooted in Indigenous culture, Manitobah is committed to hiring Indigenous employees wherever possible; applicants are strongly encouraged to self-declare.

Are you highly organized and detail-oriented, with a creative mindset? Do you thrive in a dynamic team environment? Can you communicate clearly and effectively to a range of audiences? If so, we want you to apply!

WHAT YOU WILL DO

The Marketing Coordinator assists with administrative and coordinating duties such organizing and maintaining the marketing calendar, project trackers, and communications. A key part of the position includes capturing high-quality photos of products as well as on-site photos at events, staff functions, and for various communications needs.

WHAT WE OFFER

Manitobah offers a competitive salary, group health benefits, RRSP matching, a generous discount on products, and a positive work environment! The salary band for this position is $42,000 - $50,000 CAD.

LOCATION

This is an in-office position with the ability to work remotely in a hybrid model when approved. The incumbent will be required to report to Manitobah Headquarters Office at The Forks. On occasion, travel to other locations within Winnipeg will be required. The incumbent must have a full Class 5 driver's license and access to a reliable vehicle.

KEY RESPONSIBILITIES

Reporting to the Director of Marketing, the Marketing Coordinator supports and coordinates the planning, execution, and tracking of marketing campaigns and initiatives that strengthen brand awareness, drive engagement, and support business growth.

- Assist with general administrative tasks such as maintaining files, tracking projects, scheduling meetings, and updating marketing calendars.
- Provide support for marketing initiatives including preparing materials, coordinating logistics, and helping manage deadlines.
- Prepare drafts of social media posts, internal communications, and other marketing content.
- Collaborate with internal teams to align social media efforts with marketing campaigns, events, and social impact initiatives.
- Monitor social media channels, engage with our audience, and foster positive community interaction including coordinating and tracking Influencer campaigns and user generated social content.
- Capture photos for internal and external use, including events, employee spotlights, marketing materials, and corporate communications.
- Edit and organize photos using basic editing tools (e.g., Lightroom, Photoshop, Canva)

IDEAL EXPERIENCE

Professional Experience & Education:

- Minimum 2 years of experience working within an administrative or coordinator role is required.
- Experience working in a Marketing or Communications department is an asset.
- Basic photography and content creation skills, or the ability to learn, is required.
- Completion of post-secondary certificate or diploma in Communications, Marketing, or Public Relations is required.
- An equivalent combination of education and experience may be considered.

CONTACT/APPLICATION INFORMATION

EMAIL RESUMES & COVER LETTERS TO CAREERS@MANITOBAH.CA OR APPLY ON OUR WEBSITE