
THE UNIVERSITY OF MANITOBA BUSINESS SCHOOL FOUNDATION

ASPER
SCHOOL OF BUSINESS



THE ASSOCIATES
YOUNG ASSOCIATES

IDEA



INTERNATIONAL DISTINGUISHED
ENTREPRENEUR AWARD

*Manitoba Leaders Advancing Business Education by attracting resources and
Providing influence in support of the I. H. Asper School of Business.*

EMPLOYMENT OPPORTUNITY: **PROGRAM & EVENTS COORDINATOR**

Reporting to the Foundation's CEO, this is a unique, multi-faceted career development opportunity in a fast-paced membership based organization. The candidate will work directly with senior Manitoba business leaders, faculty, staff and students of the Asper School of Business. The successful candidate will coordinate and execute up to 30 projects and events per year in support of the Foundation's three programs: **The Associates of the Asper School of Business, The Young Associates and The International Distinguished Entrepreneur Award.** The successful candidate will be a highly motivated, creative, self-starter with cross-functional administrative experience. Proven record in event planning, management, marketing and communications is essential.

EXPERIENCE IN THE FOLLOWING AREAS IS REQUIRED:

- Minimum four-years related experience working in event and project management and delivery.
- Oversee small, medium and large events including Manitoba's largest business award dinner (IDEA).
- Working with membership based/fundraising organizations.
- Develop, secure and maintain event sponsors, partners, guests and members for a variety of events.
- Proficiency with event registration and payment software.
- Coordinate with vendors, exhibitors and stakeholders to plan and execute a range of high-level professional events.
- Experience including but not limited to planning menus, venue layout, seating plans, entertainment coordination and on-site event management ranging from small to large events.
- Lead, train and work with volunteers and students.
- Adherence to event budgets and troubleshoot under tight deadlines with limited resources.
- Writing, developing and executing marketing and communication strategies.
- Effective governance processes including Board and Committee management, including follow-ups and minute taking.
- Knowledge of accounting, purchasing systems and processes.
- Bachelor's degree in business management, hospitality management, marketing or related areas. Preference given to an Asper School of Business graduate.
- Flexible schedule is required that accommodates attending evening and early morning events.

We are offering an excellent compensation package with a competitive salary and benefits plan. Please submit your resume; cover letter; and remuneration expectations via email to ceo@associatesmb.ca, by **January 25, 2019**. We thank all of those who apply. Only candidates selected for an interview will be contacted.