

Marketing & Events Coordinator



The International Peace Garden is centrally located along the 49th Parallel, representing the peaceful coexistence between Canada and the United States. We are looking for an energetic Marketing and Events Coordinator with strong experience to join our team.

This position is a full time year-round position, primarily Monday to Friday, 8 am-5 pm, but some weekend and evening work will be required. Salary, housing and benefits will be discussed and negotiated based on experience and needs.

Responsibilities include but are not limited to:

- Develop, coordinate and execute local, regional, national and international marketing strategies with the administrative office and CEO
- Work with the Board of Directors and CEO in developing fundraising campaigns
- Lead campaign development for conservatory expansion project
- Plan an annual fundraising gala
- Prepare a budget for marketing and events
- Work with the horticultural, gift shop and cafe supervisors to develop marketing specific to their areas
- Manage social media and maintain company website
- Coordinate weddings and conferences hosted on our grounds
- Attract and coordinate programming and events utilizing our various facilities and recreation opportunities

Qualifications

- Minimum 5 years experience in marketing and/or event planning preferred (willing to train less-experienced candidates)
- Proven experience with the creation and development of marketing campaigns
- Excellent verbal and written communication skills
- Strong problem solving and organizational skills
- Strategic thinking skills and ability to streamline processes

Please submit a resume, short cover letter and three references to Tim Chapman, CEO. Email tim@peacegarden.com or mail to International Peace Garden, Box 419, Boissevain, MB R0K 0E0 or 10939 Highway 281, Dunseith, ND 58329.

Only candidates selected for an interview will be contacted.