



**Arctic
Co-operatives
Limited**

[Statement on the Co-operative Identity and Seven Principles](#)

Career Opportunity

Title	Manager, Marketing & Communications
Department/Division	Marketing & Communications/Stakeholder Relations
Location	Home Office - 1645 Inkster Blvd, Winnipeg
Other	Management, full time, permanent

Benefits of working at Arctic Co-ops include:

- a competitive salary,
- annual vacation (accrue 3 weeks of paid vacation time in first year),
- employer-matched pension plan,
- comprehensive group benefits plan,
- career development opportunities,
- annual performance plans,
- and an environment where employees are encouraged, supported and recognized.



Position Summary

Reporting to the Vice President, Stakeholder Relations, the Manager, Marketing & Communications Department is responsible for providing leadership to a team providing promotional and communication support for the Arctic Co-ops System through effective and consistent marketing and communication products and programs. The Manager, Marketing & Communications Department will lead the development and execution of a social media, website and branding presence, marketing strategy, the associated budget and the various external/internal communication vehicles. As a manager, this position is also a part of the Organizational Leadership Team.

Duties and Responsibilities

- Partner with internal stakeholders to define business needs and objectives, identifying appropriate marketing tactics and materials designed to generate awareness, brand identity, member engagement, capitalize on opportunities and deliver results
- Identify and execute effective communications strategies to promote the Arctic Co-ops System
- Manage Arctic Co-ops' website content, accuracy, currency and professionalism
- Maintain and expand effective media contacts to promote public awareness of the Arctic Co-ops System through press releases and arranging media conferences as required
- Assume primary responsibility for the design, writing/editing, production and distribution of the following, but not limited to:
 - The Annual Report
 - Board Meeting Highlights
 - Annual Co-ops Calendar

- Produce PowerPoint presentations and speeches for Senior Leadership and Board of Directors as required
- Support annual Co-op Week activities for Member Co-ops
- Provide communications expertise and participate as a member of the planning team for the Annual General Meeting and Managers' Conference
- Participate in working teams to plan, coordinate and execute marketing and communication products and publications related to other special events and initiatives as required
- Prepare, monitor, manage and maintain departmental budget
- Maintain written and pictorial historical archives for the Member Co-ops and Arctic Co-operatives Limited
- Develop social media strategy, providing leadership in implementation
- Other duties as assigned

Qualifications

- University degree in marketing, business administration, journalism or equivalent experience (3-5 years)
- Management experience that includes managing staff/team and creating, maintaining budgets
- Strategic thinker with professional creativity
- Excellent oral and written communication skills and presentation skills
- Demonstrated competence in planning and evaluation
- Knowledge of proven and emerging marketing and communication techniques and technologies in a variety of media (social media, print, web)
- Ability to communicate with varied groups such as Co-operatives, media, the general public and elected officials
- Demonstrated competence in office applications (Word, Publisher, Photoshop and PowerPoint)
- Experience in the implementation and execution of brand strategy
- Ability to work well independently and in a team environment
- Ability to manage multiple initiatives
- Experience working in a cross cultural environment
- Excellent judgment and time management skills
- Proven commitment to personal growth & development
- Knowledge of co-operatives or credit unions governance as asset
- Ability to speak, read and write in an Aboriginal language would be a definite asset
- Some travel may be required of this position

We'd love for you to join us!

Applications accepted via email to [Human Resources](#) or by fax 204-632-8575

For more information you can visit [our website](#)

or find us on social media (click on icon)

