

Posting Date: May 31, 2019

Submission Deadline: June 14, 2019

Company: Canadian Council for Aboriginal Business (CCAB) www.ccab.com

Job title: Marketing Assistant

Department: Marketing

Reports to: Director of Marketing

Job Purpose

The Marketing Assistant is responsible for assisting National CCAB events, initiatives and the day-to-day administration of the Marketing Department. Responsibilities include, but is not limited to, sponsorship invoice and contract creation, database management (Salesforce), event registration, and website updates.

External Contacts – CCAB Members, Corporate Canada, Aboriginal Businesses, Vendors, Media

Duties and Responsibilities

Events Related

- Manage national events and award sponsorship invoices and contracts – ensuring that they are sent to confirmed sponsors in a timely manner
- Manage event registrations for national events, which includes setting up event registration forms, logging new online registrations in the tracking sheet, answering inquiries regarding event registration, working with the Finance Department for any invoice requests, and following up with guests on payment.
- Coordinate with CCAB staff and board members to ensure hotel accommodations are booked for each event

Administrative

- Manage the day-to-day administrative functions of the Marketing Department:
 - Duties to include, but not limited to: mailing and shipping items, ensure all vendor invoices have correct information and are submitted to the finance coordinator in a timely manner, website updates, research flights, car rentals and accommodations
- Input data and maintain marketing contacts and ticket sales using existing lead management/CRM system (Salesforce)
- Assist with accounts payable to ensure all event registrations are paid
- Compile content and work with Senior Associate, Marketing, Awards and Communications on executing the e-newsletter on a bi-weekly basis
- Miscellaneous event-related duties as assigned for continuous improvement of marketing strategies and implementation
- Other duties as assigned

Qualifications

Formal Education and Experience

- Minimum of a bachelor's degree, Diploma or interest in Communications, Marketing, Events or related discipline. Can be in process.

Knowledge and Skill Requirements

- Must be well-organized with strong attention to detail and follow-up skills. Ability to manage multiple assignments, meet deadlines, work independently and follow through to resolve day-to-day administrative matters
- Excellent verbal and written communication skills
- Able to adapt to new assignments and apply best practices to refine and improve work processes and procedures
- Ability to work in a team environment
- Demonstrated ability to build relationships with key stakeholders including corporate partners, volunteers and members
- Excellent judgment and discretion in handling sensitive data and confidential information
- Computer literacy, including proficiency with Microsoft Word, Excel, PowerPoint, and Outlook required

Considered an Asset

- Familiarity with Aboriginal business and relations
- Demonstrated experience working with diverse cultures
- Working in a member-based organization
- Bilingual (English and French)

For more information about Canadian Council for Aboriginal Business, visit: www.ccab.com

TO APPLY:

- Please submit your resume and cover letter to HR@CCAB.com on or before June 14th via email, with "Marketing Assistant" in the subject line. We would appreciate no phone calls or agencies.
- We would like to thank all applicants for applying for this position, however you will only be contacted if your candidacy is being considered. CCAB is committed to an inclusive and accessible recruitment and selection process. If you are invited to attend an interview and require an accommodation, please advise us in advance of our meeting.

Job Type: This is a contract position working 37.5 hours per week ending March 31, 2020.

All qualified candidates must be registered with Miziwe Biik Aboriginal Employment and Training.