



Agriculture in the Classroom- Manitoba Inc. (AITC-M) is a non-profit organization supported by individuals and the agriculture industry. The organization runs programs throughout the year including the Amazing Agriculture Adventure, the Manitoba Ag Days Adventure, Canadian Agriculture Literacy Month, Little Green Thumbs and other special events. AITC-M also develops and distributes teacher resources to help deliver agriculture information for use within the school curriculum.

We are currently seeking a:

Communications Coordinator

Job Type: Full time Monday to Friday

Location: Winnipeg or surrounding area-based from your home office

Do you have a passion for storytelling? Love sharing the good news about agriculture? This is an exciting opportunity for a dynamic individual who excels at communication management including coordination and delivery. The Communications Coordinator is primarily responsible for coordinating and delivering communications strategies for digital and traditional media, for member relations and fundraising. With the Executive Director and Operations Manager support, the Communications Coordinator will handle all things communications including some program management and delivery. This role will bring AITC-M's brand to the next level, inspiring all stakeholders to be engaged with agriculture education!

Position Requirements

Education:

- Post-secondary education degree or diploma in communications, journalism, marketing, public relations or related experience
- Understanding of the Manitoba agricultural sector and/or the Manitoba school curriculum an asset

Skills and Abilities:

- Experience in creative communications, volunteer management, fundraising and event planning a strong asset
- Experience with website management and organizational social media management a strong asset
- Proven ability to manage, organize and coordinate multiple projects and relationships
- Ability to develop and implement various creative communication strategies
- Experience working with databases an asset
- Ability to adapt information into understandable communication pieces
- Strong planning, decision making and problem-solving skills
- Excellent listening, written, oral and presentation skills
- Highly-organized, task-oriented, independent worker with proven team skills
- Experience in adhering to budgets and developing and delivering reports
- Strong computer skills including Office 365, InDesign, Photoshop and Illustrator
- **Must have your own vehicle, possess a valid driver's license and be willing to travel**

To find out more about AITC-M and our programs please visit www.aitc.mb.ca. If you have specific questions about this dynamic position contact Sue Clayton at 204-781-1215.

Apply with resume and references to Sue Clayton at email: sue@aitc.mb.ca by March 29, 2019

Sue Clayton | Executive Director

P: 204-781-1215 | E: sue@aitc.mb.ca | www.aitc.mb.ca