



## Education and Engagement Coordinator

**Recreation Manitoba is a non-profit, member-based organization that operates in Winnipeg, Manitoba. The organization's mission is to promote, advocate, inspire and connect individuals and communities to recreation and parks to enhance the quality of life for all Manitobans.**

Recreation Manitoba is looking for...

- Someone to coordinate training and educational opportunities for parks and recreation practitioners and volunteers in Manitoba.
- To Oversee the organization's membership program, by creating engagement opportunities and promote the benefits of membership
- The position is designed to be a full-time employment position. However we are open to other working agreements such as a contract or adjusted hours based on the candidate.

The goal of the role is to;

- Increase engagement with Recreation Manitoba members.
- Develop and deliver training and educational opportunities that serve the sector.

You will;

- Plan, organize and recruit participants for certification courses such as our aquatic operators or refrigeration course and for professional development opportunities.
- Research and develop new training opportunities based on industry needs.
- Develop, source, and maintain resources and a resource library.
- Oversee the delivery of the annual conference.
- Implement member recruitment and retention plan
- Host member engagement activities, such as communities of practice meetings
- Work in the office or hybrid depending upon organizational requirements.
- Other related duties and responsibilities as deemed appropriate

You are;

- Someone who believes that fun and play are vital to a great day and that parks and recreation are essential to healthy and well communities and individuals.
- Organized with good communication skills and attention to detail.
- Some knowledge and experience in the parks and recreation sector
- Excellent at building and maintaining relationships
- Legally entitled to work in Canada
- The salary scale is currently set at \$36,000 - \$45,000 per year, or we can discuss alternate compensation plans depending upon the contract. Starting salary will depend on experience.

If this role is right for you and you are looking to make an impact in the sector, then we would encourage you to apply. Please send us a cover letter and resume, or proposal via email to Sonny Albert at [salbert@recreationmb.ca](mailto:salbert@recreationmb.ca) by December 1, 2022 at 5pm . Questions? Email Sonny.