

Marketing Coordinator
Woodstock, ON
Full-time, Contract (12 months)

You deserve an awesome career! At Execulink, you'll join a team of talented individuals supported by an organization committed to fostering your career development and growth. As we rapidly grow, we continue our unwavering commitment to live and breathe our Vision, Mission and Values. While enhancing life at home work and play, we continue to grow our team with innovative individuals who are as excited about creating an awesome experience for our customers as we are!

Bringing awesome events to new heights and transforming simple moments into extraordinary opportunities...you are no mere coordinator, you're an

Event Planning Virtuoso (aka. Marketing Coordinator)

Execulink Telecom is seeking an Event Planning Virtuoso (Marketing Coordinator) for a 12-month contract opportunity. You will work with our group of experienced Marketing professionals, providing support with the day-to-day activities of the team. In this awesome role, you will be responsible for the development and execution of events and related marketing communication initiatives designed to demonstrate the value of our products and services to our customers and the communities we serve.

More position details

- Full-time, forty (40) hours per week
- Contract role – 12 months
- Hybrid role based in our Woodstock Headquarters
- Regular business hours of 8AM to 4:30 PM. Some evening and/or weekend work may be required to participate in marketing events or special projects

Work for a company that supports what is most important to you

At Execulink, we live our Values. We build up our community by giving back through community donations that matter to you. Check out our [Humans of Execulink](https://www.execulink.ca/blog/tag/humans-of-execulink/) Blog to see why our employees love being part of this awesome team:

<https://www.execulink.ca/blog/tag/humans-of-execulink/>

What We Offer

- A competitive hourly compensation
- Fast-paced work environment
- A positive team with a friendly, family-spirited approach

Every day at Execulink is awesome! In this role you can expect to:

- Responsible for the planning and execution of all events including community events, conferences/tradeshows, company hosted lead generating events, and virtual training/education webinars in alignment with the annual marketing plan

- Coordinate and oversee events from preparation and set-up through teardown in partnership with sales and marketing teams
- Negotiating contracts with venues, caterers, and other vendors to acquire necessary services and activities for events while meeting budgetary objectives.
- Managing the events calendar, including posting events on the website, internal promo calendar and internal communications.
- Performing post-event tasks, including administration of attendees, securing receipt of vendor invoices for payment, post event promotion etc.
- Write content for target audiences using various platforms such as: emails, blogs, advertisements, surveys and other communications
- Work within a CRM/Database to manage campaigns, sales activities and targeted communications
- Coordinate sponsorship strategy ensuring it delivers ROI in alignment with our Vision, Mission, Values and Brand Identity
- Provide input in the development of our communication plans, strategies and reports
- Any other duties as may be assigned from time to time

Your creative genius qualifications include

- A post-secondary degree in Marketing, Communications, Event Management, Public Relations or related field and/or proven experience
- Minimum 2 years of experience working in a related or similar role
- Superior research, writing, editing and communication skills, including a keen attention to detail and experience in creating digital content
- Ability to multi-task, prioritize and meet deadlines
- Must have strong computer skills; experience in Word, Excel, PowerPoint and other related software. Adobe Creative Suite is an asset.
- Demonstrated skill and engagement with social media including knowledge and understanding of social media platforms, technology, and their respective participants audiences
- Demonstrated organizational and planning skills. Takes initiative and works well in a team environment
- Valid Class G License and your own reliable transportation

Ready to join our inspired Marketing team?

- Submit your resume and cover letter to buildyourcareer@execulinktelecom.ca
- In your cover letter, tell us why you would excel as a member of our team!

About Us

At Execulink Telecom, the largest locally owned independent telecom company in Southwestern Ontario, our only goal is to enhance your lifestyle at home, work and play. As we grow rapidly, we have an unwavering commitment to continue to build a positive team, with a friendly, family spirited approach.

The selection of exceptional talent is important to us! When you join Execulink, you're joining a team that's focused on not only providing an AWESOME experience to our customers, but to our employees as well. We live and breathe our Vision, Mission and



Values, and are searching for individuals who are excited to contribute and do the same.

Execulink Telecom is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.