

**MARKETING AND EVENTS COORDINATOR – PAID INTERNSHIP
(TEMPORARY FULL TIME CONTRACT – 52 WEEKS)**

We are very excited to be recruiting a Marketing and Events Coordinator to add to our dynamic team of personnel. This a full-time 52-week position. The successful hire will report to the General Manager and will support website marketing and social media initiatives, and will be responsible for volunteer, bar and Pro Shop management and inventory in relation to all events.

To learn more about us, please visit northbaycurling.com and/or northbaytennis.com.

START DATE: January 2023 **END DATE:** 52 weeks from date of hire

LOCATION: North Bay Granite Club, North Bay, Ontario

HOURS: 35 hours/week

PAY: \$18/hour, \$33,907 salary

QUALIFICATIONS

For the Workforce Development Stream.

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

Successful Candidate must:

- Be a new entrant into the work force, are transitioning to a new career, or are unemployed or underemployed entering a new field;
- Have not previously participated in a NOHCF-funded internship;
- Are at least 18 years of age; and
- Reside, and be legally entitled to work in Canada.

Additional qualifications related to the position:

- Strong organizational, time management, and prioritization skills
- Must be able to work effectively alone as well as in a team environment
- Must have excellent customer service skills, be friendly and personable
- Self-motivated with desire to promote and market the sports of Curling, Tennis and Pickleball
- A post-secondary degree or experience in Marketing, Hospitality and Tourism or a related field considered an asset
- Must have Smart Serve Ontario certificate (or willing to acquire)
- Candidate will be subject to a vulnerable sector police record check
- Flexibility to work evenings, weekends and holidays based on programming needs

Marketing/Event Duties: Tennis/Pickleball and Curling

- Support marketing and social media initiatives
- Share new and upcoming marketing ideas to continue growing outreach
- Maintain and update main website: www.northbaygraniteclub.com
- Bingo management, including scheduling volunteers and monthly/annual report
- Assist with securing rental activities from local organizations or businesses
- Answering phone line and completing administrative tasks as needed
- Other facility and program duties as assigned by the Board of Directors

Bar Management: Tennis/Pickleball and Curling

- Maintain bar calendar and ensure coverage for all events with bartenders
- Complete regular inventory count and place orders as required
- Create invoices for events and staff/volunteers and maintain float
- Track and ensure current Smart Serve certification for bartenders
- Maintain bar cleanliness and ensure all health code measures are met

Pro Shop: Tennis/Pickleball and Curling

- Maintain inventory and place orders to ensure appropriate stock for all events
- Manage student volunteers and create shift schedules
- Complete regular inventory count and place orders as required
- Complete purchase transactions through Square operating system
- Maintain a tidy, organized and clean store

Interested candidates are asked to email a cover letter and resume to:

office@northbaycurling.com

Applications will begin to be reviewed on: **December 28, 2022** and the position will be open until filled. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

ABOUT US: Home to over 600 members, the North Bay Granite Club is a progressive non-profit organization dedicated to growing the sports of Curling and Tennis through superior customer service, engaging events, skill-appropriate leagues, and high-quality instructional programs.

We have been a staple of our community since 1950 and are recognized globally for having hosted an attendance-breaking Ford World Women's Curling Championship in March 2018 and at the Pinty's Grand Slam of Curling in 2019. Our club was a finalist for the Canadian Sport Event of the Year award in 2019 and most recently we hosted the Pinty's Grand Slam of Curling yet again in October 2022.

We pride ourselves as being a community centre capable of hosting all sizes of gatherings, celebrations, performances and outside events in our hall or arena spaces.