



United Way
For a Better Winnipeg

Through United Way, people and organizations from across our community work together for a better Winnipeg.

Coordinator, Speakers' Bureau Full-time Term (June 19 – December 29, 2017)

You can make a difference, helping people learn the difference that United Way makes. The Coordinator, Speakers' Bureau is the primary connector between workplace United Way campaigns and speakers who tell the story of how United Way and its funded agencies make a difference.

Reporting into the Senior Manager, Strategic Initiatives, this role provides overall coordination and administrative support services to the Speakers' Bureau Program. A member of Unifor local 191 and part of the Marketing & Engagement department, the Coordinator, Speakers' Bureau works collaboratively with volunteers, Sponsored Executives (SEs), Partnership Development Managers (PDMs), and other members of the Donor Relations & Resource Development and Community Investment departments to ensure that the speaker needs of workplace campaigns are effectively fulfilled. Specifically, s/he will:

- Be the Speakers' Bureau main contact for SEs, PDMs and Speakers' Bureau members during the Campaign
- Coordinate the requests for speaker bookings, agency tours, and meetings
- Collaborate with other staff on collecting and responding to feedback on the United Way Speakers' Bureau
- Maintain accurate and complete data files and records in the United Way database
- Be accessible to SEs and PDMs including keeping them apprised of progress in all bookings including escalating issues and contributing to problem solving
- Prepare routine correspondence and handle telephone enquiries by providing accurate and sensitive responses
- General word processing and administrative duties
- Schedule meetings
- Participate in regular SE meetings and be a general support resource for the SE team

You are a detail-orientated, results-driven team player who possesses the following attributes:

- A business certificate and two years' related experience or some equivalent combination
- Extensive word processor, database, and other computer experience (including intermediate to advanced Word, Excel, Outlook, PowerPoint and database skills)
- Exceptional organizational skills, with particular attention to detail
- Strong interpersonal skills
- Respect of confidentiality
- Ability to learn and thrive in a dynamic, fast-paced, changing environment and manage several tasks simultaneously
- Ability to work independently and as part of a team, to take initiative and demonstrate imagination and resourcefulness

Please forward cover letter (indicating the role and where you saw the position advertised) and résumé by Friday, May 12, 2017 directly to:

Cindy Stephenson, Director, Organizational Development

United Way of Winnipeg

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Visit UnitedWayWinnipeg.ca for more information