

# Cultivate Your Career



## ADVERTISING AND SPONSORSHIP COORDINATOR PERMANENT FULL TIME

Organization	City of St. Albert
Website	<a href="http://www.stalbert.ca">www.stalbert.ca</a>
Department	Recreation and Parks
Location	110 Carleton Drive, St. Albert
Salary	\$53,897 - \$64,376 per annum
Closing Date	September 14th, 2022
Competition #	22/118

### OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 66,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

Our Recreation and Parks department is hiring a permanent Advertising and Sponsorship Coordinator to join their Business & Marketing team. As the Coordinator, you will implement sales and marketing plans to generate revenue through advertising, sponsorship and Servus Credit Union Place corporate membership sales. You will also be responsible for maintaining relationships with advertising and sponsorship clients and for developing and implementing programs to support growth in revenues.

Specifically this will include:

- Sales & Marketing: developing innovative offers and implementing plans to increase advertising, sponsorship and corporate memberships
- Planning and Development: developing plans to promote a variety of advertising opportunities and corporate memberships among employers in St. Albert and greater Edmonton
- Contract Management: negotiating advertising and sponsorship contracts and meeting obligations, working with sub-contractors including arranging for the production and installation of advertising and sponsorship signage, monthly sales and marketing reports and coordinating invoicing

The individual we are looking for has strong interpersonal skills, exercises good judgement and discretion, is an excellent communicator and results driven. This position will draw on an individual's ability to collaborate and build relationships.

### HOURS OF WORK

We offer a compressed work schedule of 72 hours bi-weekly (Monday - Friday, 8:00 – 5:00 with a regular day off every two weeks).

### COMPENSATION

\$53,897 - \$64,376 per annum. In addition, the City of St. Albert offers a comprehensive benefit package, including a defined benefit pension plan.

### QUALIFICATIONS

- Two-year diploma or undergraduate degree in business, marketing or a related field.
- A minimum of two years experience in marketing and advertising sales, including a positive track record of revenue generation.
- Strong knowledge of marketing to help assist clients.
- An understanding sports and recreation will be helpful to effectively organize advertising and sponsorship packages and to communicate the benefits to potential partners.
- The role is well suited for someone who has strong interpersonal skills and the ability to work independently.
- Strong working knowledge of the Microsoft Office Suite.

**The successful applicant will be required to obtain (or maintain) a satisfactory police information check.**

**Qualified applicants are invited submit their cover letter and resume via the City of St. Albert Employment website**

[www.stalbert.ca/employment](http://www.stalbert.ca/employment)

### CLOSING DATE

**September 14th, 2022**

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.