



## **COMMUNICATIONS COORDINATOR**

The Town of Niverville is currently accepting resumes for a part-time (25 hrs/week) Communications Coordinator. The successful candidate will be responsible for customer service duties related to requests for information, social media updates, design and review of promotional materials along with general office support. Qualifications include an aptitude for attention to detail and accuracy, communication and dissemination techniques and methods, problem solving and must have a valid Class 5 Manitoba driver's license. A basic knowledge of website design and html code along with experience using WordPress, MailChimp and web-based photo editing software will be considered an asset. A complete job description can be viewed at [www.wheretheybelong.ca](http://www.wheretheybelong.ca). The salary range for this position is \$15.00 to \$20.00/hour and hiring preference may be given to applicants living within the Niverville area.

If you are interested in applying for this position, please submit a cover letter, resume, and at least 3 references to:

Communications Coordinator  
Town of Niverville  
Box 267  
Niverville, MB R0A 1E0  
Fax 204-388-6110  
Email: [humanresources@wheretheybelong.ca](mailto:humanresources@wheretheybelong.ca)

*We thank all who apply and advise that only those selected for a personal interview will be contacted.*