

Calgary Flames/Hitmen - Junior Marketing Coordinator position

The Calgary Flames are looking for an entry level Marketing Coordinator to work with the Marketing Group.

Reporting to the Calgary Flames/Calgary Hitmen Promotions Manager, this position will be approximately 75% administrative duties with 25% marketing duties including but not limited to:

- Maintaining advertising and sponsor contract databases;
- Managing a list of sponsor accounts in conjunction with the Sponsorship team;
- Ensuring contract fulfillment and managing budget;
- Tracking power ring inventory;
- Updating and distributing production notes;
- Managing various game day promotions for clients;
- Coordinating game day promotions;
- Work a minimum of 30 games per season as well as playoff games as needed;
- Other hockey related events and functions as they arise;
- Performing other related duties as assigned.

The ideal candidate for this position has working experience with MS Word and accounting computer programs, is a multi-tasker who works well under pressure, is highly organized and customer service oriented. Post secondary education in business along with previous accounting/financial, event planning, promotions and marketing experience (a portion of which will be within the sports and entertainment field), would be considered an asset.

If you are interested in this opportunity, please send your resume with a cover letter to jobs@calgaryflames.com or fax to (403) 571-9701 or mail to P.O. Box 1540 Stn. M, Calgary, Alberta T2P 3B9.

The deadline for applications is Noon, Friday, February 15, 2008.