



Westerner Park, Central Alberta's "destination for celebration" is looking for a Sponsorship Assistant to join our team. The Sponsorship Assistant is a vital member of the Westerner Park Business Development Team. Under the direction of the Business Development Manager, this position is responsible for assisting in driving sustainable financial growth through increased sponsorship and sales along with forging strong relationships with clients.

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## ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Business Development Manager, the Sponsorship Assistant is responsible for:

- Updating sponsor presentations and documents as required.
- Assisting with the development of presentation materials and/or reports as required for each project.
- Collecting, preparing and assembling sponsor collateral for event.
- Developing prospect lists of potential sponsors for the Events. This includes web research.
- Inputting information into a database to help track the fulfillment for each sponsorship
- Setting timelines from initial sponsor confirmation to the final event.
- Following up with information on the Event as required.
- Receiving and responding to sponsorship enquiries as required.
- Preparing contracts and proposals as applicable.
- Updating sponsor status charts.
- Maintain an organized filing system of all projects assigned to you.
- Other event related administrative tasks.

## BEHAVIORAL COMPETENCIES

- Provide administrative assistance and support to the Business Development Manager.
- The candidate for this position requires excellent written and oral communications skills with a demonstrated expertise in front-line service. The candidate will be a confident self-starter, a multitasker, must be able to work independently and exercise great time management skills. Bring a positive attitude to the work environment.

## QUALIFICATION REQUIREMENTS

- Currently enrolled in an Event or Marketing Communication Program or a related field program
- Open to full-time students intending to return to their studies for the next school year
- Exceptional verbal, written and interpersonal communication skills and the ability to multi-task on various projects at one time
- Proficient in Microsoft Office (specifically in Word, Excel, PowerPoint and Outlook)
- Strong attention to detail and organizational skills with a "can do" attitude and the ability to be a strong team player.

## AFFILIATIONS

Westerner Employees Association

## TO APPLY

Please email your Cover Letter and Resume, Attention Human Resources with the name of the position you are applying for in the subject line to [HR@westernerpark.ca](mailto:HR@westernerpark.ca)

This job description is not intended to be all inclusive and Personnel may perform other related duties as requested to meet the ongoing needs of the organization.

Westerner Park supports diversity in all our human resources practices.