



CAREER OPPORTUNITY

Position:

Senior Marketing Coordinator (Contract)

Hastings Racecourse has been capturing the imagination of Vancouverites and visitors alike since 1889. Each April through October, we are Vancouver's exclusive source for live thoroughbred horseracing. We offer over 600 of the newest slot machines on our Casino Floor - complete with a spectacular entertainment lounge – as well as food and

beverage options ranging from casual to fine dining. Get your career racing with Hastings Racecourse today and find out why we're "Bred for Excitement" since 1889.

Hastings Racecourse & Casino is currently seeking a qualified individual for the position of a Senior Marketing Coordinator to join our Marketing department. Under the direction of the Marketing Manager, this position is responsible for coordinating Racing and Casino advertising campaigns, events and promotions at the site level.

This is a 6-month contract full-time position with the possibility for extension. Successful applicants must be available to work during weekdays and weekends.

Primary Responsibilities: Marketing, Event Coordination, & Content Development

- Coordinating in the planning and delivery of casino projects and promotions
- Coordinating and leading (as required) with the production of special events, monitoring the progress of events, seeking to resolve issues that could arise, including event flow and recap report
- Developing social media content, scheduling and post live for all events across social media (Facebook, Twitter, Instagram)
- Liaising with internal departments as well as external stakeholders to disseminate information as required
- Preparing and distributing meeting agendas and minutes, creating PowerPoint presentations
- Creating and preparing project plans, run of shows, and debriefs
- Analyzing business data as required and preparing summaries as needed
- Maintaining and organizing project logs, files, and other record keeping
- Assisting with correspondence, contracts, and other written documents
- Performing other duties as assigned

Successful candidates will demonstrate the following qualifications:

- Post-Secondary education in marketing, administration or suitable combination of education and experience is required
- A growth mindset & can do attitude
- Previous marketing, event coordination or project coordination an asset
- Working knowledge and expertise with guest service industry
- Excellent written and verbal communication skills
- Ability to successfully obtain a Serving It Right license
- Ability to successfully obtain a criminal record and credit check through the gaming policy and enforcement Branch (GPEB)

Apply Online: www.hastingsracecourse.com/careers

Hastings HR Fax: 604.216.5211

Email: jobs@hastingsracecourse.com

Pay Rate: \$20 per hour

