

Southport is a not-for-profit property management and development company, located 3 km south of Portage la Prairie, Manitoba, Canada. **Southport's mission** is *"To stimulate economic development in the communities we serve by realizing the full potential of Southport's airspace, airport, and commercial and residential properties."* We are committed to providing quality customer service and establishing a sense of community around Southport that will enrich the experience of doing business with us.

Southport is looking for a full-time, term, Marketing Assistant (April – September). Reporting to the Director, Business Development, the Marketing Assistant will work directly with the Marketing Team. Key duties and responsibilities include:

- Assisting the Marketing Team with all marketing activities, including:
  - the production of marketing materials and literature
  - the production of a wide range of communications
  - maintaining social media sites and websites
  - updating and maintaining the marketing department's documentation and databases
- Organizing and hosting events
- Supporting other Southport business units with a variety of tasks on site

**Position requirements:**

- Possess or be working towards Marketing Degree, preferred.
- Computer proficient with Microsoft Office, Excel, Adobe In Design and Adobe Photo Shop.
- Personable, presentable, and articulate.
- Sound understanding of marketing principles.
- Strong administration and organizational skills.
- Demonstrated knowledge in social media management.
- Demonstrated effective organizational skills.
- Experience with planning and executing events.

Prior to the commencement of employment, the successful applicant will be required to provide proof of COVID-19 vaccination by providing a Government of Manitoba issued QR code and photo identification or providing proof of an exemption from the COVID-19 vaccination approved by the Government of Manitoba.

**Join the Southport Team** – as an employee of Southport, you will receive the following:

- Competitive Salary
- Complimentary Gym Membership

Interested applicants are invited to submit their application online at [www.southport.ca/careers](http://www.southport.ca/careers).

Any questions regarding the job can be addressed to:

Southport Aerospace Centre Inc.

**Attention:** Human Resources

25 Centenaire Drive

Southport, MB R0H 1N1

**Email:** [hr@southport.ca](mailto:hr@southport.ca)

**Phone:** 204-428-6031

This job posting will remain **open until filled**. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**The Southport Culture:**

Southport is dedicated to our communities and is invested in Corporate Social Responsibility. Southport and its staff support a wide variety of community functions held each year. This includes sponsoring programs, volunteerism, and being visible and involved in local and provincial events and celebrations.

Southport makes a valuable economic impact to our community. As of 2019, there is a total of 960 jobs on site, the economic output totals \$180 Million, Gross Domestic Product totals \$111 Million, and a total annual commercial income of \$57 Million.