



Project Coordinator, Placemaking & Transportation

The **Downtown Winnipeg BIZ** is seeking an enthusiastic and creative individual to join our team to coordinate a variety of projects promoting vibrant, healthy and holistic streetscapes and environments in the downtown. The position involves a mix of office work, site visits and meeting with downtown business people.

Requirements:

- A positive, outgoing attitude
- Undergraduate Degree in Environmental Design or related design education
- Computer proficiency (primarily related to: Adobe Suites and Vector Works/Auto CAD as well as social media)
- Basic photography acumen
- Exceptional organizational skills, attentive to visual details
- Confident oral communicator with strong writing capabilities
- Professional, self-assured demeanor, representing the Downtown BIZ
- Proven responsible self-starter and team player
- Drivers licence considered an asset

Projects will be related to (but are not limited to):

- Cycling
- Transit
- Walkability & Wayfinding
- Parking
- Placemaking Pop-ups
- Flowers and vegetation
- Storefront art
- Earth Day
- Infrastructure and streetscape elements

Start date: ASAP

Hours: Monday to Friday, 8:30 a.m. – 4:30 p.m.

Rate: \$18.00 - 20.00 per hour

Visit www.downtownwinnipegbiz.com for complete job description

Submit your resume by February 1, 2018 to:

Human Resources

Downtown Winnipeg BIZ

hr@downtownwinnipegbiz.com

We thank all applicants, but only those selected for an interview will be contacted.