



**Regina's Warehouse Business Improvement District  
Marketing & Membership Manager  
March 2024**

**SOUL**

**OF THE**

**CITY**

240-2300 Dewdney Ave  
Regina, SK, S4R 1H5

**About the Organization**

Regina's Warehouse Business Improvement District (RWBID) is a not-for-profit organization in Regina, SK representing over 600 businesses.

**Position:**

The Marketing & Membership Manager is responsible for creating outward-facing and member facing content. This position will be responsible for the development and implementation of the Marketing & Member Communication Strategy and budget.

**Responsibilities:**

**Marketing & Brand Management**

- Develop and implement the marketing plan and budget for the organization
- Manage content and enhance the website
- Shoot and edit video content for RWBID channels
- Represent RWBID at meetings and trade events as needed
- Publication development support
- Event production support

**Membership & Communication Coordination**

- Communications support for RWBID advocacy projects
- Manage and update the member database
- Provide construction communication support
- Serve as a resource for news media outlets when needed

**REQUIREMENTS**

- Social media specialist
- Expertise with WordPress and Adobe Creative Suite
- Experience coordinating with local media
- Solid photography skills
- Excellent copy writer
- Support placemaking and event set up
- Must be able to work a flexible schedule to accommodate attending events, concerts, restaurants, and bars as part of your work day

**REPORTING RELATIONSHIP**

Reports to the Executive Director

**TO APPLY**

All applicants must submit a cover letter, resume/CV, and three reference to: Leasa Gibbons, Executive Director at [info@warehouseidistrict.ca](mailto:info@warehouseidistrict.ca)

**SALARY RANGE: \$60,000 - \$70,000**

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