ONANOLE & DISTRICT REC CENTRE

Box 131 Onanole, MB R0J 1N0
info@onanolereccentre.ca
204-848-2316

Onanole & District Recreation Centre

The Onanole Rec Centre is looking for a part-time Communications, Booking, and Events Employee to join our team immediately.

Responsibilities:

- Communicate with members, clients, and stakeholders through various channels including email, social media, and phone.
- Manage the booking of the facility for various events and activities, ensuring all paperwork and contracts are completed.
- Assist with the coordination and execution of events and programs.
- Develop and maintain relationships with local businesses and community organizations.
- Provide administrative support as needed including data entry and filing.

Qualifications:

- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Strong attention to detail and organizational skills.
- Experience in customer service is an asset.
- Must be available to work some evenings and weekends.
- Skilled in the use of Microsoft Office, and social media platforms, with a working knowledge of or willingness to learn Google Cloud Platform.

Compensation:

- $20 per hour up to 15 hours per week.
- Flexible working hours.

Submit resume with cover letter and references to:

info@onanolereccentre.ca (Attention Board of Directors)
Or
Onanole and District Recreation Centre
Attention Board of Directors
Box 131
Onanole, Manitoba
R0J 1N0

Closing date: Sunday, January 25, 2026