



Boston Pizza Uxbridge

JOB DESCRIPTION COMMUNITY RELATIONS COORDINATOR

REPORTS TO: GENERAL MANAGER

SUMMARY OF WORK PERFORMED

the Community Relations Coordinator will be responsible for developing positive, on-going relationships with community organizations on behalf the restaurant.

DUTIES AND RESPONSIBILITIES

- Manage and assist the management team in the execution of national and local store marketing initiatives
- Build positive, on-going relationships with local businesses, schools, sports teams and community organizations
- Effectively 'Chase the Sale' and educate the local community about the Boston Pizza brand, concept and programs
- Identify and capitalize on key opportunities in the community to raise the profile of the brand
- Represent Boston Pizza a various community events
- Manage contact database and submit weekly tracking sheets
- Attend and participate in weekly management meetings
- Attend monthly regional CRC meeting

OTHER DUTIES

- **The cleanliness of the entire restaurant, exterior and parking areas are a top priority of the General Management Team and all employees are expected to ensure the cleanliness of these areas.**