

Special Events Coordinator

(Job # 2019-036-IE)

Department:	Leisure and Community Services
Status:	Full-time, Permanent
Date Closing:	March 19, 2019
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week; hours may change based on schedule of events
Salary:	\$60,314-\$73,393

Position Purpose:

Reporting to the Manager, Culture and Community Services, this position is responsible for overseeing key Town programs/events within the Leisure and Community Services Department. Key responsibilities include: assisting with the design, development, coordination, administration and implementation of events including the recruitment and deployment of volunteers; marketing/promotion; execution and evaluation of all programming. Events include (but are not restricted to) such varied programs as Victoria Day Fireworks , Movies in the Park, Art in the Park, Ribfest, New Year's Eve, Snowflakes and Starlight, Food Truck Frenzy, the Mayor's Bike and BBQ and the Santa Claus Parade. In addition to these responsibilities, the Coordinator will proactively seek out new and innovative opportunities to engage sponsors and community partners as well as other key stakeholders to enhance the quality of life in the local community.

Qualifications and Requirements:

The ideal candidate is a professional who possesses related education and direct experience with regards to a wide variety of program/event design and implementation as well related experience in administrative duties including marketing/promotion initiatives. Strong organization, customer service, and communication skills (including report writing), are key attributes of success in this role. In addition, all candidates must possess other specific skills as follows:

- College Diploma/Degree in a related discipline. Events Planning or Arts Management would be an asset
- Minimum 2 year's related event coordination experience
- Demonstrated and relevant event management experience (including budgeting, contracts, event site plan and event facilitation)
- Demonstrated experience in sponsorship acquisition, including relationship building
- Advanced interpersonal skills, with the ability to interact effectively with all municipal staff, program participants, and the general public
- Ability to manage time effectively, prioritize multiple demands to meet deadlines/customer service standards and to work with minimal supervision
- Excellent knowledge and experience of applicable computer applications including Microsoft Office, Photoshop, Illustrator and other data base management/graphics programs.
- Experience in digital, print and social media advertising (including graphics, print media and web design)
- Current Standard First Aid/CPR certification
- Ontario Class "G" Driver's license with the ability to provide a reliable vehicle to use for corporate business
- Ability to work flexible hours (evening /weekends) as may be required for various event schedules
- Successful police check is required

How to apply:

Please forward your resume in confidence by **March 19, 2019 at 4:30 p.m.**, identifying **Job # 2019-036-IE** in the subject line to hr@townofws.ca.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.