

Events Coordinator

(Job # 2023-044-IE)

Department:	Leisure and Community Services
Status:	Full Time, Permanent
Date Posted:	March 27, 2023
Date Closing:	April 10, 2023 4:30 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$68,625.62 - \$83,493.57 annually
Flexible Working Arrangement:	Yes

Position Purpose:

Reporting to the Supervisor, Events and Community Partnerships, this position assists with the design, development, coordination, supervision, administration and implementation of key Town programs and events within the Leisure Services Division. This includes organizing, recruiting volunteers, advertising, promotion, execution and evaluation of cultural programs and events. The Events Coordinator will actively pursue and secure sponsorship, partnerships and other revenue generating opportunities to help support these key events and will assist with the development of promotional and marketing materials and initiatives.

Qualifications and Requirements:

- At least two (2) years related event coordination experience.
- Post-Secondary Education, a diploma/degree in Events Planning or Arts Management is an Asset
- Demonstrated event coordination and administration experience, preferably in a municipal setting.
- Demonstrated sponsorship experience.
- Knowledge of program/event design, delivery requirements and registration processes.
- Sound knowledge of event promotion, flyer design, communications and marketing principles.
- Strong graphic design experience including print media and web design.
- Strong experience with financial programmes and money handling.
- Ability to manage time effectively, prioritize multiple demands to meet deadlines/customer service standards and to work with minimal supervision.
- Excellent communication skills, including writing, proof reading and speaking.
- Excellent interpersonal skills, ability to deal courteously and effectively with all levels of staff, program participants and the general public.
- Working knowledge of computer applications, including Microsoft Word, Excel, graphics and data base management programs.
- Volunteer coordination experience.
- Available to work flexible hours (evenings and weekends) as may be required for event schedules.
- Current Standard First Aid and CPR certification.
- Valid Ontario G Drivers License or equivalent and a reliable vehicle for use on corporate business.
- Background check required.

How to apply:

Please forward your resume in confidence by **April 10, 2023 at 4:30 p.m.**, identifying **Job # 2023-044-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.