

JOB POSTING

POSITION:	Special Events Coordinator – Temporary, Full Time (<i>14 weeks</i>)
DEPARTMENT:	Recreation
RATE OF PAY:	\$19.72 per hour (35 hours/week) <i>Plus 12% in lieu of benefits/ statutory holidays.</i>
HOURS OF WORK:	Monday – Friday, 9:00 AM 4:30 PM
POSTING DATE:	March 7, 2023
CLOSING DATE:	March 24, 2023
POSITION START DATE:	May 15, 2023

JOB SUMMARY

An exciting opportunity to work in beautiful Ucluelet! Through the term of this position, the successful candidate will gain valuable knowledge and experience that will assist them in reaching their career potential.

We are looking for an organized, detail oriented and motivated individual who wants to expand their event planning portfolio, and learn how to deliver special events within a municipality. Working in collaboration with the Recreation Department, this individual will assist in the oversight of dynamic special events on the west coast of Canada!

JOB DESCRIPTION

Principle Responsibilities

- Assists in the planning and facilitation of special events.
- Coordinates vendors, performers, contractors etc. for special events.
- Assists in the creation and implementation of event itineraries.
- Promotes community interest and participation in community special events.
- Setting up/ closing events.
- Assists with the research and development of new project and event ideas.
- Assists with pursuing sponsorship and support opportunities within the community.
- Liaise with other organizations for event development and delivery.
- Assists the Recreation department with marketing special events.
- Carries out basic administrative and customer service duties.
- Other related duties as required.

Required Knowledge, Skills, and Abilities

- Experience working events.
- Basic understanding of event timelines/ itineraries.

- Strong work ethic.
- Leadership qualities.
- Ability to take direction and respect policy.
- Proven time management skills.
- Excellent interpersonal skills.
- Ability to communicate effectively and diplomatically with vendors, contractors, staff members, as well as members of the community.
- Must be adaptive, and flexible.
- Organized and efficient.
- Ability to work well in a team environment, as well as the ability to work independently with minimal supervision.
- Ability to exercise good judgement in day-to-day operations, as well as in emergency scenarios.
- Experience using Canva or other digital publishing programs.
- Ability to use Microsoft Office Suite.

Education, Work Experience, Required Qualifications

- Currently enrolled in a University or College program in Recreation, Events, or a related field.
- Current First Aid/ CPR.
- The successful applicant will be required to provide criminal record clearance as a condition of employment.
- Able to lift/ carry 20lbs with ease.
- Valid Class 5 Drivers License.
- Current Drivers Abstract must be submitted as a condition of employment.

Qualified applicants may to apply by sending your resume and cover letter including references to:

Samantha McCullough, Manager of Human Resources & Communications- careers@ucluelet.ca
District of Ucluelet, Box 999, 200 Main Street, Ucluelet, BC V0R 3A0

The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted.