

Term - Summer Student Position

JOB SUMMARY

Assists with planning, implementation, and delivery community special events. Working in collaboration with the Recreation Department, the Special Events Coordinator assists with the oversight of large-scale events including parades, festivals, and fairs.

Principle Responsibilities

Supports and assists with:

- 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.