



Job Description

Special Events Coordinator

Department: Community Services
Reports to: Director of Community Services
Direct Reports: N/A

Job Summary:

The Special Events Coordinator is primarily responsible for coordinating and delivering community special events while also supporting the development and implementation of community programming. Working collaboratively with Recreation staff and other partners, the position assists with the planning, organization, and execution of community events and provides operational support in the delivery of a range of community programs and initiatives for the District of Ucluelet.

Key Responsibilities:

- Coordinates, plans, and facilitates community special events in collaboration with Recreation staff and relevant partners;
- Coordinates vendors, performers, contractors, volunteers, and other service providers associated with special events;
- Develops and implements event plans, schedules, and itineraries to support effective event delivery;
- Promotes community awareness, interest, and participation in special events and community programming through a variety of communication channels, including print and social media;
- Conducts research and contributes to the development of new event concepts, projects, and community initiatives;
- Identifies and pursues sponsorship and partnership opportunities to support events and programming;
- Liaises with community organizations, partners, volunteers, contractors, and seasonal staff to support event development and delivery;
- Supports the promotion and marketing of community special events, including assisting with event and program information for promotional materials;
- Collaborates with Recreation staff to support program planning, scheduling, promotion, workshops, and courses that respond to community needs;
- Develops and maintains community partnerships with organizations and stakeholders to support the success of events and related initiatives;
- Responds to public inquiries related to special events, community programs, and facility use;

- Assists, as required, with administrative duties including facility bookings, program registration, payment processing, and preparation of cash receipt entries for deposit;
- Assists with maintaining inventories of event related and program equipment and supplies;
- Supports the preparation of reports, grant submissions, and related documentation as required;
- Other related duties as assigned.

Knowledge, Skills, and Abilities:

- Administrative and practical skills in the planning and organizing of community recreation, instructional programs, and special events;
- Knowledge of general office practices, methods and procedures;
- Excellent customer service skills and ability to deal with the public in a courteous and tactful manner;
- Strong interpersonal skills and proven ability to establish partnerships and maintain effective working relationship with community members, clients, agencies and department personnel and District staff and officials;
- Ability to work with other members of staff and to share professional skills in planning, organizing and conducting special events/programs;
- Excellent proficiency of MS Office software package and familiarity with graphic design platforms;
- Ability to organize and prioritize the work;
- Skill in written and oral communication;
- Skill in providing flexibility, creativity, and innovation in solving problems, and developing new ideas;
- 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;
- Able to meet the physical demands of the position.

Education, Experience, and Qualifications:

- Post secondary diploma or degree in Recreation or a related field. *A combination of education and experience may be considered;*
- Minimum two (2) years' experience in special events and/or recreation;
- Minimum two (2) years' experience and knowledge in customer service and office procedure;
- Employment is conditional upon the successful completion of a criminal record background check, including vulnerable sector screening.
- Valid B.C. Driver's Licence. The licence must not include any restrictions that would affect the ability to legally and safely carry out job responsibilities.

Certifications:

- Basic First Aid is an asset; must be willing to obtain upon hire.

Working Conditions:

- Evening/ alternate workday attendance at events and meetings as required;
- Office environment with computer use;
- Sitting for long periods of time;
- Minimal travel between recreational facilities within the District of Ucluelet;
- Lifting/ bending/ pushing/ carrying items for engagement event set up.