200 Main Street
PO Box 999
Ucluelet, B.C. V0R 3A0
www.ucluelet.ca

JOB POSTING

POSITION:	**Special Events Coordinator** **CUPE 118**
TERM:	**Permanent, Full-Time**
DEPARTMENT:	Community Services
WORK LOCATION:	Ucluelet Community Centre (On-Site)
HOURS OF WORK:	Friday - Tuesday, 8:30 AM to 5:00 PM, *(Evenings and/ or alternate days as required for special events)*
RATE OF PAY:	$36.99 per hour*, (2026 rate), less 10% during probationary period, plus benefits*
POSTING DATE:	October 28, 2026
CLOSING DATE:	November 18, 2026
POSITION START DATE:	Immediately

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.

Please refer to the attached job description for the full description of responsibilities.

How To Apply:

Applicants meeting the above qualifications may apply by sending a cover letter & resume in one (1) PDF document, including three (3) relevant references.

To: Human Resources Department
Email: careers@ucluelet.ca
Office: 200 Main Street, Ucluelet BC
Mail: District of Ucluelet, Box 999, Ucluelet, BC V0R 3A0

Only applications received before the position close date will be considered. 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. Thank you.