

SPECIAL EVENTS COORDINATOR

JOB DESCRIPTION

The Township of Manitouwadge is seeking an energetic and enthusiastic individual to assist in the coordination and supervision of Special Events in and around the community but primarily in the Downtown Core. The Coordinator will engage with local businesses on coordinated marketing, while encouraging outdoor music, art and theatre events to support a family-friendly, fun and engaging community.

EXPERIENCE/SKILLS

- Ability to communicate effectively and concisely
- Ability to establish and maintain effective working relationships
- Ability to work independently and as part of a team
- Basic skill level in word processing and spreadsheet software
- Must be enrolled in secondary or post-secondary education
- Proven ability to be flexible and adapt to change
- Demonstrated ability to handle multiple projects
- A valid G2 class driver's license is a minimum requirement

EMPLOYMENT TERM

June-August

DAYS PER WEEK

Varies (approximately 35hrs/week)

GENERAL ACCOUNTABILITY

Community Programmer

DUTIES

- Assists with the coordination and implementation of the Township's summer events including the new Community Market Garden area
- Liaise with businesses to encourage participation in local events/sales/marketing
- Participates in equipment and supply gathering, set-up and take down for events and displays
- Plans and leads activities for all ages during events
- Monitors activity areas to ensure a safe environment
- Assists with set-up and support of community group and artisan areas at events
- Assists with event volunteers including on site sign-in/out, task assignments and support
- Creates appealing posters to market programs/events
- Other duties as assigned

Please email resume and cover letter by Friday April 26th 2024 to:

Cindy Fairbrother, Community Programmer
1 Mississauga Drive, P.O Box 910
Manitouwadge, Ontario
programmer@manitouwadge.ca

We thank all applicants who apply for this position, but only candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25 and will only be used for candidate selection.

The Township of Manitouwadge is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Clerk's Department at clerk@manitouwadge.ca if you need assistance.