

SPECIAL EVENTS COORDINATOR – Temporary Full-Time Position

PURPOSE OF THE POSITION

The Special Events Coordinator role is a temporary one for the purpose of leading the overall development of the Town's centennial celebration in conjunction with various community stakeholders.

SCOPE

This individual is responsible for the leading the planning of the Town's centennial anniversary. This individual will work closely with the town's administrative team and the volunteer committee in planning, coordinating and marketing events and activities to celebrate Onoway's 100th birthday.

RESPONSIBILITIES

- Help to plan and coordinate entertainment and activities
- Assist in organizing facilities and event's logistical details
- Assist in sourcing and managing vendors timelines and other detail-oriented plans
- Work with a volunteer committee and the Town's administrative team to organize and execute fundraising plans for the festival
- Use own creativity to market and promote the festival and activities for sponsorships (cash and in-kind) to the various media, corporations, and other interest groups
- Prepare correspondence and make presentations in relation to the festival whenever required
- Organize the registration of participants, prepare programs and promotional materials, and publicize events
- Help in managing our social media platforms to promote the event and help create content and provide communication through those platforms

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Previous special event planning and fundraising experience is an asset
- Excellent planning and organizational skills
- Demonstrated problem solving and analytical skills,
- Exposure to project and process management
- Familiarity with public funding models
- Relevant experience and/or education is highly desirable

Skills:

- Good interpersonal skills with the ability to interact with a diverse range of stakeholders
- Demonstrated analytical and problem-solving skills
- Excellent written and verbal communication skills
- Proficient with Microsoft Office and social media platforms
- Multi-tasking
- Solid internet research
- Prioritization and time management skills

Personal Attributes:

- Good communicator
- Ability to work with minimal supervision
- Enthusiastic with positive attitude
- Creative flexible mindset
- Honest, trustworthy and respectful
- Dedicated with a strong work ethic
- Maintains a high standards of conduct

Please note that this is a temporary position (approximately 8 weeks) and compensation will be commensurate with experience.

Please apply via email to info@onoway.ca

Deadline for submissions of resumes is 4:00 p.m., Wednesday, July 22, 2022

The Town of Onoway thanks all applicants for their interest, however only those who have been selected for an interview will be contacted.