

Events Coordinator

(Job # 2024-095-IE)

Department:	Community Services
Status:	Part Time, Temporary (26 weeks)
Date Posted:	December 20, 2024
Date Closing:	January 10, 2025, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	Up to 30 hours a week
Salary:	\$47.06 - \$52.93 per hour (2025 Pay Rates)
Flexible Working Arrangements:	No

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, complementary gym membership and access to our employee discount program.

Allow your resume to stand out with experience working within a local government organization, while working within your community. The ideal candidate will have an opportunity to work with a creative, collaborative, dedicated and tight-knit team responsible for delivering award-winning events for the community. Work directly with the Events team and Corporate Communications department to develop innovative sponsorship activations and branding.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Reporting to the Supervisor, Events and Community Partnerships, the Events Coordinator is responsible for the production and development, delivery, supervision and operation of events and programming including Town-led, Third-party, Town-supported, and corporate events with event attendance up to 50,000. Oversees the execution of all event operational components and protocols in order to mitigate risk to the Town and its stakeholders through the implementation of Town protocols, policies and procedures. This position will supervise part-time Events Staff and volunteers, including assisting with training, scheduling, and staff/volunteer retention. Prepares reports and statistics including identifying trends and prepares and monitors event budgets. Coordinates the selection and permit processes for all event food vendors; ensures health and safety practices are enforced and adhered to at all times. Coordinates, develops and delivers Event Emergency and Risk Management Plan and consults with key Town departments and stakeholders: Public Works, Legal, Fire & Emergency Services and York Regional Police.

Qualifications and Requirements:

- Post Secondary Education, a diploma/degree in Event Management, Hospitality and Tourism, Marketing or Public Relations or related discipline.
- At least 3 to 4 years related event coordination experience producing indoor and outdoor events, preferably in a municipal environment.
- Demonstrated event coordination and administration experience, preferably in a municipal setting
- Knowledge of AGCO regulations and YRPH standards
- Knowledge of program/event design, delivery requirements and risk management
- Experience with money handling

- Excellent organizational skills, demonstrated ability to work well under pressure and to handle several activities/projects at once; detail oriented. The ability to take initiative while managing multiple projects with minimal supervision.
- Demonstrated experience as a subject matter expert and functional leadership experience to coordinate cross-functional teams and stakeholders with a shared goal on delivering safe and effective Town-lead and third-party events and projects.
- Experience with tracking event budget expenditures, forecasting new event budgets and delivering events on budget.
- Strong communication skills, including writing, proof reading and speaking
- Team player with excellent interpersonal skills and customer service, ability to deal courteously and effectively with all levels of staff, stakeholders and the general public
- Working knowledge of computer applications, including Microsoft Word, Excel, graphics and data base management programs
- Volunteer coordination experience
- Ability to work outside normal business hours, as required, and ability to work in extreme weather conditions including snow, rain, heat, cold temperatures, etc.
- Current Standard First Aid and CPR certification
- Valid Smart Serve and Safe Food Handlers Certificate
- Valid Ontario G Drivers License or equivalent and a reliable vehicle for use on corporate business
- Police check

How to apply:

Please forward your resume in confidence by **January 10, 2025, at 4:00 p.m.**, identifying **Job # 2024-095-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.