

## Special Events Coordinator (Fulltime Permanent)

*The Town of East Gwillimbury was recognized as a 2018 Employee Recommended Workplace by The Globe and Mail and Morneau Shepell. Employees enjoy a fully balanced lifestyle and have a high level of Total Health. Our municipal offices are easily accessible off of Highway 404 and a short 15 minute drive from Highway 400. Enjoy competitive wages, progressive extended health plan, employee assistance program, and active social and wellness committees. Convenient parking, outdoor seating areas, and easy access to trails allow you to enjoy the beauty of EG while at work.*

*The Town is the GTA's top growth municipality, located just north of Toronto in York Region. As one of Ontario's growth centres, East Gwillimbury's population is projected to reach 50,000 by 2025. By joining Team EG you will help shape our growing community.*

Reporting to the Manager Recreation, Community Engagement and Events, the Special Events Coordinator will be responsible for the delivery of Town sponsored special events and activities and will work with community stakeholders and residents to assist in providing recreation and cultural events and festivals.

Key responsibilities include: planning, implementation and evaluation of special events; advertising and promotion; and recruiting and managing volunteers. Championing the Town's Engaged EG volunteer program. Planning and tracking of budgets and revenue generation. Researching sector trends and issues and identifying best practices. Assisting with the advisory committees of Council and elected officials, community recreation groups, special interest groups, other government agencies, social agencies, neighbourhood associations, and other stakeholders to deliver special events.

**Flexible hours including evening and weekend work as well as attendance at Town events will be required for this position.**

Successful candidates will have completed a University/College degree/diploma with a focus on Recreation, Business or related disciplines; 1-2 years of municipal experience in a Recreation setting and prior experience in marketing and events considered an asset. Outstanding customer service skills with an ability to interact with all levels of staff including residents. Thorough working knowledge of Microsoft Office Suite and demonstrated comfort researching on the internet; possess a current first-aid and CPR certificate and have a class G driver's license in good standing as well as a reliable vehicle to use on corporate business as required.

**Salary Range: \$56,493- \$66,466/ annum (Band 5)**

If you're looking for a career move that will enable you to contribute to a growing and inclusive community, please apply and submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

**Deadline for applications is August 30, 2019**

We thank all applicants for their interest, however, only those being considered for an interview will be contacted

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.