

As Canada's fastest growing municipality (based on 2021 Census data), the Town of East Gwillimbury is located along Highway 404 in northern York Region and is as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!

Under the direction of the Special Event Coordinator, the Events Programmer assists with the development, implementation, execution, monitoring and evaluation of Town run events including supervising and training volunteers. This role will assist the Special Events Coordinator with increasing awareness and encouraging community participation in events at the Town's recreational facilities, parks and trails.

Responsibilities include:

- Providing assistance to the Special Event Coordinator in the planning and delivery of events
- Farmers Market: vendor recruitment, engagement and retention.
- This position will work with the Farmers Market Advisory committee to determine the optimal market mix of vendors, organizing selection process of vendors and collecting, managing and submitting all applications, payments and public health related forms.
- This position will be responsible to attend all Market dates, ensure vendor space is allocated each week in compliance with market policy, arrive at the market to greet vendors and assist with set up.
- Provide assistance with event set up, execution and tear down under the direction of the Special Event Coordinator
- Overseeing equipment inventory and storage and replenishing when needed
- Assisting with building relationships and partnerships with community event groups
- Assists with volunteer management including recruitment (onboarding, orienting), updating and maintaining volunteer manuals, training and direction
- Works effectively with all event attendees, vendors, entertainers, contractors, suppliers, volunteers and staff
- Assists with preparing documents for events including but not limited to: Contact sheets, equipment lists, critical paths, invoices, emergency protocols
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- Assists with advertising and promotion through social media and other means
- Maintain and update budget expenses and revenue for events as directed
- The successful candidate will be required to attend Committee meetings taking place once per month on Tuesday evenings and every Thursday of the Market.
- The hours of work may change and include evening and weekend hours

In order to be eligible for this opportunity, the following skills and experience are highly recommended:

- University/College degree/diploma with a focus on the following Recreation, Event Management, business and/or related disciplines
- Strong communication, interpersonal and customer service skills
- Ability to interact with all levels of staff including residents
- Ability to meet physical demands of the position which include carrying, lifting, and setting up heavy equipment
- Ability to work outdoors in all weather conditions
- Minimum of 1-2 years of related experience in a municipal environment
- Proficient in Microsoft Office Software; computer and graphic design would be considered an asset

- Valid Ontario Class "G" drivers license
- CPR and First Aid certified

Rate of Pay: \$25.00/ hour

If you're looking for an opportunity 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 May 20, 2022

Please be advised that effective November 1, 2021, all staff (including full-time, part-time, seasonal, and contract) will be required to receive two doses of a Health Canada-approved COVID-19 vaccine. Staff who have not been vaccinated or do not disclose their vaccination status will be required to attend mandatory education on the benefits of vaccination. The expectation, however, is that all staff will need to conform with the policy unless they have a valid medical or human rights-based exemption.

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

The Town of East Gwillimbury is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.