
Special Events Coordinator

Great City, Great Work, Great Future!

DEPARTMENT:	Office of the CAO	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	*Up to 35 hours per week	SALARY:	\$29.78 - \$35.04 per hour plus 12% in lieu of all benefits and vacation

A temporary opportunity exists for a Special Events Coordinator working approximately 3-4 days per week for up to 5 months with the possibility of an extension. You will be responsible for the planning and execution of several City wide events and will develop overall event plans for events including critical paths, budgets and risk management procedures. You have sound working knowledge of municipal government and are comfortable liaising between event representatives, city departments and external agencies. You will also be responsible for coordinating information packages, responding to requests for information, as well as coordinating production of permits, processing/expediting special event applications, contracts, agreements and invoices. In addition, you will ensure such activities comply with by-laws, regulations and agreements while determining individual requirements and restrictions.

REQUIREMENTS:

- Completion of Grade 12 (or equivalent) supplemented by a Diploma related to event planning, plus sound related experience. An equivalent combination of education and experience as acceptable to the employer may be considered.
- Municipal experience as it relates to event planning, coordination and execution is considered an asset.
- Sound working knowledge of the rules, practices, regulations, policies and by-laws required for the planning and execution of events.
- Sound working knowledge of the completion of contracts, agreements and invoicing.
- Working knowledge of traffic requirements related special events.
- Ability to assess and respond to the requirements of event representatives according to established guidelines and practices.
- Ability to identify potential risks and disruptions, coordinate appropriate municipal support and ensure compliance with policies.
- Ability to respond to complaints from the public and interest groups, and resolve conflicts or facilitate resolution.
- Ability to establish and maintain effective working relationships with a wide variety of internal and external contacts.
- Ability to communicate effectively orally and in writing and prepare content for reports, marketing and informational materials.
- Ability to prepare and maintain a variety of records, files, correspondence and reports related to the work.
- Ability to operate a computer and use software applications related to the work.
- Class 5 driver's license for the province of British Columbia.
- The successful candidates will be required to pass and maintain a clear Police Information Check.

****Applicants must be flexible and available to work a variety of shifts including evenings, weekends and statutory holidays.***

Apply by sending your resume quoting **competition #17-26, by March 3, 2017**, to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

*We thank all applicants in advance; however, only those selected for an interview will be contacted.
The City of New Westminster is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*