



Metro Vancouver – Join us in our commitment to provide services and solutions to one of the world’s most livable regions. We deliver service excellence in the areas of regional growth planning, air quality, water, liquid and solid waste management, regional parks, affordable housing, and community engagement to over 2.4 million residents. We invite you to bring your skills, passion, and expertise to help us in our commitment to sustain and enhance our region’s livability. We offer competitive salaries; excellent benefit packages; a municipal pension plan; employee wellness programs; and varied opportunities for professional growth and development. *Our Parks, Planning & Environment Department is currently seeking a:*

Special Events Assistant

(Auxiliary Position – to end not later than September 30, 2017)

Anticipating an average of 20 hours per week however this may vary based on needs

This position exclusively supports *Emotive* electric vehicle outreach campaign to raise awareness of electric vehicles in the Metro Vancouver region. This position involves working on weekends and statutory holidays.

DUTIES:

Assists in event planning including liaising with event organizers, car dealerships, municipal staff; coordinating volunteer shifts; and tracking and ordering materials.

Assists in the delivery of the *Emotive* campaign at various community events throughout the region. This work involves talking to the public about electric vehicles; handing out promotional materials; answering questions; directing the public to online information; tracking interactions; and monitoring the progress of events for emerging issues such as schedule changes, no-shows, inclement weather and visitor safety concerns.

Obtains and organizes required equipment for event presence; transports equipment and loads and unloads vehicles; assists in the set-up and take-down of various items such as signs and banners, tent, tables, chairs, information supplies and other small equipment; sets up display vehicle.

Provides instruction, orientation and oversight over municipal staff, contractors and *Emotive* ambassador volunteers. Maintains volunteer sign-up sheets and hours tracking.

Liaises with internal departments and a wide variety of community organizations, special interest groups, agencies, contractors, partners, and staff to coordinate support for and involvement in events; disseminates information required by participants.

Coordinates with event partners and organizers, which may include community organizations, special interest groups, dealership representatives, event security and event planners.

Drafts invitations, promotional materials, speaking notes, maps and signs; assembles orientation packages; coordinates the production and distribution of printed materials.

Assist in the delivery of electric vehicle test drive events aimed at public and workplaces.

Identifies contracted equipment and service needs for events; researches and recommends sources for purchased services such as catering, venue, tent, vehicle rental and equipment suppliers; initiates purchase requisitions; advises superiors of additional resource requirements.

Monitors and follows up with contractors to ensure goods and services are provided as requested; arranges for discounts as appropriate; forwards invoices for payment.

Maintains a variety of files and records related to the work such as those related to petty cash expenditures.

Performs related work as required.

REQUIREMENTS:

Completion of a post-secondary diploma program in marketing, communications, business, environmental studies or a related field, plus some related experience, or an equivalent combination of training and experience.

Knowledge of the policies, regulations and programs governing the work related.

Knowledge of electric vehicles and electric vehicle technology an asset.

Ability to participate in the planning, development, implementation and coordination of public special events, and to obtain and coordinate support requirements. Ability to engage individuals or groups at public events.

Ability to establish and maintain effective working relationships with internal and external contacts, and to liaise with same on event planning and production. Ability to effectively communicate complex issues to public audiences.

Ability to recruit, orient, direct and oversee the work of volunteers.

Ability to draft various promotional materials and coordinate the design and production of same.

Ability to maintain files and records related to the work.

Class 5 Driver's License for the Province of British Columbia.

Completion of a Criminal Records Check.

Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by March 6, 2017.

While we greatly appreciate all the replies we receive, regretfully only those selected for an interview will be contacted.