

Benefit from work-place

balance

The Town of Sylvan Lake is a thriving, connected lakeside community that is resident focused, visitor friendly and THE place to do business. Fifteen minutes from Red Deer, and an hour and a half from both Calgary and Edmonton, we offer the amenities of a larger center with the relaxed living atmosphere of a smaller community. With abundant year-round recreational and cultural activities, we have definitely earned the name of “Brilliant All Year!”

The Town of Sylvan Lake’s mission is to deliver responsible municipal services and infrastructure that support an outstanding quality of life, unforgettable experiences, and a strong, diverse economy. We achieve that through our values of integrity, accountability, engagement, innovation, diversity and inclusion and our highly skilled workforce.

Would you like to work with a dynamic, agile, and resilient team in a beautiful community where people come to vacation? If so, you may be interested in this new position that we’d like to fill as soon as possible:

Special Events Administrator – Permanent, Full-Time
Hourly Wage \$30.08-\$35.91

The Special Events Administrator works in collaboration with the Special Event Coordinator and other town staff to develop, plan, coordinate and execute projects and special events that foster a sense of community and belonging among residents and promote a vibrant downtown core that meets the needs of residents and attracts visitors.

Key accountabilities in the role are to provide administrative support in the coordination of special events, provide community event support, and plan and execute events.

We are looking for someone with demonstrated experience as an event coordinator with experience in event logistics, sponsorship development, volunteer coordination, arts and culture, and related best practices. A minimum of 2 years of related experience is preferred. A High School (Grade 12) diploma is required. Administrative experience is a strong asset.

Candidates best suited for this role will be able to work independently and as a team member on assigned tasks and projects. Efficient and clear communication, interpersonal and conflict resolution skills. You must be able and comfortable working unsupervised, in a leadership role, making informed decisions and balancing multiple priorities while acting as a key point person in a busy event environment. As this is an administrative support role, fluency with the Microsoft Office Suite of products (Word, Excel, Power Point, Outlook) is required.

Exceptional customer service skills and the ability to develop and maintain constructive internal and external relationships, along with promoting a positive and supportive work environment for staff is required. If you are flexible, adaptable, creative, innovative, and enthusiastic, we would love to hear from you!

A valid class 5 driver’s license and a vulnerable sector record check satisfactory to the Town of Sylvan Lake is a condition of employment.

In exchange for your skills and services, we offer competitive pay, health and wellness benefits, training and development opportunities, recognition, flexibility, and support for you to maintain a work/life balance that meets your needs.

To apply, send your resume and cover letter to employment@sylvanlake.ca by April 30, 2024.



The Town of Sylvan Lake is an equal opportunity employer and strongly supports diversity in the workplace; all candidates who are authorized to work in Canada and meet the qualifications are welcome to apply. We thank all applicants for their interest in this position; however, only those candidates who are selected for an interview will be contacted.