



Career Opportunity – Internal/External Posting

Special Events Coordinator (Temporary Contract 14-Months) Legal and Legislative Services

Position Summary:

Reporting to the Manager of Legislative Services, this position will support the development of festivals and special events in Leamington. The Special Events Coordinator is responsible for coordinating municipal special events, such as Leamington's 150th celebration, and supporting third-party special events.

Key Responsibilities:

- Coordinate municipally organized special events and festivals and support the organization of third-party events.
- Administer the municipal special events process and booking policy for municipal facilities.
- Coordinate with other municipal departments and outside agencies to facilitate special events.
- Update and maintain resources for third-party special events organizers, as needed.
- Liaise with regional tourism partners, as needed.
- Comply with applicable provincial and municipal legislation, including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, as well as the Municipality's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge, and Skills:

- Must have a three-year college diploma in business, marketing, and related to tourism and hospitality, event management or equivalent.
- Must hold and maintain a valid Ontario driver's license.
- Must have at least two years of experience developing, coordinating, and implementing festivals and special events.
- Experience in project management.
- Must have experience demonstrating effective organizational, interpersonal, conflict resolution, analytical, diplomatic and leadership skills.
- Must have experience demonstrating effective written and verbal communication skills as well as presentations and public speaking skills.

- Must have demonstrated experience working in a collaborative and dynamic environment.
- Must have knowledge of current trends and practices related to festivals and special events.

Hours of Work and Working Conditions:

35 hours per week. Evening and weekend shifts may be required.

Employee Group:

Non-union

Wage Rate:

\$29.81 to \$34.87 (2023 Rates). Includes a health benefits plan.

Closing Date:

Applications must be received by 11:59 PM, Sunday, October 1, 2023.

How to Apply:

Interested candidates must apply online through our website, leamington.ca/careers

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761