



Town of
CORNWALL
so much to offer...

TOWN OF CORNWALL

EVENT & ADMINISTRATION COORDINATOR PARKS AND RECREATION DEPARTMENT

POSITION: EVENT & ADMINISTRATION COORDINATOR

RESPONSIBLE TO: PARKS & RECREATION MANAGER

NATURE OF WORK: Reporting directly to the Parks & Recreation Manager, the incumbent is responsible for the development, management, implementation and evaluation of all Town events. The position will also assist the Manager with Department administration responsibilities. The incumbent works with a high level of independence, requires excellent decision-making ability and the ability to recruit, train and evaluate volunteers.

Note:

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in this classification.

The confidentiality of Town affairs shall be respected and practiced at all times.

EXAMPLES OF WORK:

- Responsible for the development, coordination, and implementation of Town events.
- Work with community groups, businesses, volunteers and municipal staff to make events a success and coordinate the functions of each as assigned.
- Identify opportunities for increased economic benefits to be derived from new and existing events.
- Coordinate and facilitate Town sponsorship program.
- Facilitates and seeks out sources of financial or in-kind support for community events.
- Responsible for researching and preparing grant proposals.
- Responsible for the development, drafting and distribution of Department newsletters flyer and social media sites.

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- Establishment and coordination of the Town's volunteer program.
- Represents the Town in a professional manner at meetings related to community events and tourism initiatives as may be required;
- Responsible for office procedures including filing, mailing, invoicing, registration and software database.
- This position requires a flexible schedule including evenings and weekends.
- Perform other such related duties, responsibilities and functions as may be assigned.

KNOWLEDGE & ABILITIES:

- Strong ability in event design, development, implementation and evaluation.
- Excellent oral and written communication skills, including experience planning and facilitating meetings/other gatherings.
- Experience in managing grants, including applications, evaluations, and reporting.
- Excellent communication skills with an ability to communicate effectively with all levels of staff, elected officials, the business community and public.
- Ability to be focused and detailed, meet deadlines, juggle multiple tasks, and work as part of a team, while maintaining the big picture.
- Ability to be self-directed and work independently.
- Knowledge of the Town's recreation programs and events.
- Proficiency in Microsoft Office (Word, PowerPoint, Excel).
- Valid driver's license & access to personal vehicle. (Class 4 Drivers License would be an asset or a willingness to obtain).

EDUCATION & EXPERIENCE:

- Training in Recreation, Event Management or a related field;
- Experience in event planning
- Experience working with volunteers, boards and committees in a nonprofit organization would be an asset.
- Possession of, or be able to obtain, certification in CPR and First-Aid training.
- Experience in a computerized office with proficiency in Excel, Word, and Publisher.
- Additional training, seminars related to event planning or program delivery is an asset.

NOTE: Candidates selected for an interview will be required to present security reference check.