

Event Coordinator:

The Event Coordinator will work to develop event plans with volunteers and various committees for each event as required. This will involve arranging meetings, preparing agendas, taking minutes and completing follow up tasks. The Event Coordinator will draft budgets, obtain cost estimates and quotes for events, while maintaining a professional and effective relationship with any stakeholders involved in event planning and success.

The Event Coordinator will manage volunteer event assistants and other staff, as well as special guests, MCs or other entertainers specific to the event. Additionally, the Event Coordinator will work to publicize events, marketing them on local channels and making them known to the community. They will attend any events to oversee activities and ensure the details of events are handled as planned.

Specifically, this position will assist in the planning of the second annual Hay Fever event in Fenelon Falls! The Event Coordinator will monitor the delivery of goods and services pertaining to the event, ensuring they are adhering to legal, insurance and all health and safety regulations.

Skills to Be Developed:

- Developing and carrying out efficient and cost-effective event plans
- Interpersonal communication with group members, communities and wider populations of visitors
- Working on a team, in a small community setting
- Event planning and promotion for community events and growth of small-town tourism in Ontario region

Career Related Experiences:

- Organizing and implementing complex event plans
- Preparing and maintaining cost and revenue budget components
- Communication with a wide range of audiences both through online and in-person settings
- Working in a collaborative team effort, but with strong independent skills to plan and carry-out programs and initiatives

Position Details:

- June 28th 2021 to October 29th 2021
- \$14.25/hr for 35 hours/week

Please forward your resume and cover letter [optional] to info@kawarthacoop.ca with Events Coordinator in the subject line.