



Events and Marketing Assistant

(Temporary Part Time: approximately 30 hours/week - June to December 2019)

The Town of Wasaga Beach is seeking a self-motivated individual to perform the duties and responsibilities of the Events and Marketing Assistant.

General Responsibilities: Working with the Senior, Market and Special Event Coordinators, assist in the coordination of special events for the Town of Wasaga Beach, including 3rd party and community events. In addition, work with community groups, organizations, internal departments and special event promoters in organizing and delivering Town endorsed special events over the summer and off-season, which contribute to sustaining the tourism economy of Wasaga Beach and contribute to enhancing community spirit.

Qualifications:

- Completion, or enrolled in, a post-secondary degree or diploma in Event Management or the Municipal Public Administration Diploma, or related program, with minimum of one (1) year relevant experience preferred; or significant related experience gained in the field of Event Management;
- Leadership skills with an ability to communicate effectively with all levels of staff, elected officials, the business community and general public;
- Excellent analytical, conflict resolution and project/time management skills;
- Able to work as part of a team;
- Strong computer skills utilizing Microsoft Word and Outlook;
- Understanding of social media platforms;
- Ability to work a variety of shifts, including: day, evening, weekend and statutory holidays' and able to assume a flexible work schedule (large component of scheduled weekend/statutory holiday shifts);
- Valid Class "G" Ontario drivers' license preferred;
- Able to provide an appropriate criminal records check and drivers' abstract upon hire;
- Ability to lead and work with and contribute positively to a service oriented team.

Hourly Range: \$18.50-\$19.50; 30 hours/week

Qualified individuals should submit a detailed cover letter and resume by: June 7, 2019 at 4:30 p.m. clearly indicating when you will be available for an interview to: Human Resources, Town of Wasaga Beach, 30 Lewis Street, Wasaga Beach, Ontario, L9Z 1A1, Fax: 705-429- 6732, hr@wasagabeach.com.

The Town of Wasaga Beach is an equal opportunity employer and is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process, upon request. Please advise the Town of Wasaga Beach Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants who apply for this position, but only those selected for interviews will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, and will be used for the purpose of candidate selection.