



100 John West Way
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TOWN OF AURORA

EMPLOYMENT OPPORTUNITIES

Division of Human Resources

Special Events Program Assistant Full-Time (2-year Contract) \$51,017 to 62,614 annually

The Town of Aurora's Recreation Division is looking for a Special Events Program Assistant who is creative and passionate about what they do, along with excellent interpersonal and organizational skills. This position assists the Special Events Supervisor in the design/development, delivery, coordination, supervision, administration, implementation and evaluation of Town community and corporate events and services; assists with all promotion and marketing of community events and acts as a resource for community organizations and event promoters; assists with developing partnerships to acquire funding for various projects and special events. The Special Events Program Assistant is also responsible for advertising sales and other requirements for departmental program publications.

To be considered for this role you will have obtained a High School Diploma coupled with at least 2 years of related experience in special event programming/coordination, volunteer management, community development, in a Municipal environment would be considered an asset. You will have thorough working knowledge of current special event industry trends and applicable legislation with the ability to make decisions based on policy, procedures or standard operating instructions and prepare solutions using creative problem solving and analytical skills. This role requires the candidate to have excellent communication, interpersonal, persuasion, presentation, time management and report writing skills, as is the ability to deal effectively with local businesses/organization/prospective clients, Town staff, general public, external agencies and other levels of government. Working knowledge of computers including MS Office: Word, Excel, Access, PowerPoint and Outlook is required. You must be available to work flexible hours and/or shifts; attend evening and/or weekend meetings and special events and will work in multiple locations including both indoor/outdoor environments. You must possess current Standard First Aid, CPR-C certification, Smart Serve Training, AED and PROTON Food Handling and hold a valid class "G" licence, in good standing with a reliable vehicle to use on corporate business.

Police Criminal Record Check

Successful applicants to this position will be required to provide a Police Criminal Record Check that is satisfactory to the Town prior to their start date.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: hr@aurora.ca by **August 18, 2019** quoting reference number **19-61**

The Town of Aurora is an equal opportunity employer that is committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicants requiring accommodation are asked to contact Human Resources. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Manager of Human Resources at 905-727-3123.

Posting Date: July 30, 2019