

EMPLOYMENT OPPORTUNITY

Community and Events Co-ordinator

Community, Recreation and Culture Services
The Corporation of the City of St Catharines
CUPE Local 157

Summary:

This position is the primary contact and main intake point for all community groups and agency partnerships that host special events on City property. This position is also responsible for coordinating and executing special events (both in-person and virtually) hosted by the City of St. Catharines (such as Canada Day, Pumpkinville, New Year's Eve Family Celebration, Santa Claus Parade, Summer Concerts in the Park and Dancing in the Park). This position is responsible for the recruitment, onboarding, tracking and retention strategy for all CRCS volunteers, including the City's Volunteer Recognition Awards.

Duties Include:

Special Event – City Liaison

- Works directly with members of the public, community groups, event organizers and others to determine needs, scrutinize event application forms, support their requests through City channels, attends meetings and site visits, connects event organizers with other stakeholders
- Primary intake contact for the special events “one stop shopping” model
- Enforcement of Special Events policy
- Manage public requests and concerns with regards to special events and volunteers

Event Planning and Execution

- Delivery of City led special events, both in-person and virtually, such as Canada Day, Pumpkinville, New Year's Eve Family Celebration, Santa Claus Parade, Summer Concerts in the Park, Dancing in the Park and Volunteer Recognition Awards
- Coordinates vendors, staffing, volunteers, entertainment, programming, advertising, promotion, risk management review, site plan creation, traffic control, logistics, budget, supplies, media relations, etc.

Volunteer Management

- Is the first point of contact for volunteers working specifically within PRCS divisions to recruit volunteers for internal opportunities and for key partner groups
- Recruits, trains, supervise and manage volunteers for special events (up to 100 volunteers at each large event)

Administration

- Manages budget, research / writes council reports (as required), requests invoices, submits invoices for payment, secure sponsorship for special events / revenue generation as required of budget; handling of cash and bank deposits
- Write copy, and update the City website's volunteer page, post upcoming events and happenings on Jostle, monitor and post events on the CRCS Twitter account and social media

Special Events Team

- Assist the staff team with delivery and execution of special events as required

Position Requirements:

- Completion of a three (3) year College Diploma in Event Management, Public Relations, Marketing or a related field
- Minimum five (5) years' work experience in an event management position, preferably within a municipality
- Ability to apply and interpret legislation including municipal by laws, liability insurance requirements, Health and Safety Act, Public Health regulations, Alcohol & Gaming Commission, (AGCO) and Technical Standards Safety Authority (TSSA)
- Contract negotiation experience – event suppliers, event vendors, fee for service agreements, etc.
- Exceptional customer service skills including conflict management & resolution skills
- Risk Management for both City led and for community led event safety
- Basic accounting skills - budget administration
- Strong leadership skills for staff, volunteers and community
- Ability to lift and carry up to 40+ lbs. (setting up events, moving supplies)
- Excellent proficiency with Microsoft Office Suite software
- Excellent proficiency with recreation and booking software
- Valid Driver's license, Class "G" with a clean driving record
- Current Standard First Aid, CPR "C" and AED certification
- Sound knowledge of AGCO / Fire / Public Health regulations and municipal bylaws
- Working knowledge of NRPS requirements for special events
- Basic knowledge of Planning / Building / TSSA / ESA requirements for special events (i.e. Building permits, road closures, etc.)
- Sound knowledge of online and digital platforms for delivering virtual events.
- Availability to work flexible hours (i.e. some evenings, weekends, holidays and City events)
- A demonstrated commitment to enhancing a safety culture.

CUPE 157 Pay Group 8 – Minimum \$61,354 annually; Maximum \$68,897 annually (2021 Rates)

Expected Work Location: Seymour-Hannah Sports and Entertainment Centre

Core Hours of Work: Currently Monday – Friday; 8:30 AM - 4:30 PM

Applications will be accepted online at www.stcatharines.ca/jobs. Please reference the recruitment number **2020-162** in your cover letter. Applications received any other way will not be accepted.

The City of St. Catharines is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.