

Pickering is a vibrant, connected, and engaged community that is experiencing both significant economic and residential growth. We continue to evolve as a preferred destination for creative learning, memorable events, and unique experiences, and are seeking passionate candidates that are committed to joining us on our journey.

Our dedicated, energetic staff are guided by our core values and corporate priorities, which fuel an inclusive culture and encourages teamwork, customer service excellence, and personal and professional growth.

Event Coordinator **Term Position (\$26.78/hr)**

The incumbent is responsible for assisting in organizing, coordinating, and conducting events such as Artfest, Canada Day, Tree Lighting, Summer Concerts, New Year's Eve events, etc. The Event Coordinator is responsible for overseeing the activities of Event Leader staff and City Volunteers to ensure the efficient, effective, safe, and high quality operation of various events.

Successful applicants will possess the following:

- Currently enrolled in post secondary education in Event Planning/Management or Cultural Studies in a recognized institution or any combination of education, workplace training and experience deemed to be acceptable by the Corporation.
- A minimum of one year working experience planning and implementing large scale events and community outreach, with at least 6 months experience overseeing the activities of staff/volunteers involved.
- Proven ability in event planning and delivery, data management, group facilitation and community development.
- Above average leadership, interpersonal, organizational, communications and customer service skills.
- Proven ability to engage participants in person, and through social media.
- Proven ability to prioritize multiple tasks and meet assigned deadlines.
- Ability to deal courteously and professionally with other staff, volunteers, and the public.
- Ability to take direction and work cooperatively in a team environment with staff, community partners, volunteers and the public.
- Proven ability to work independently on assigned duties under minimum supervision.
- Must be willing to work irregular hours, including weekends and statutory holidays.
- Demonstrated proficiency in the use of personal computers and MS office software products with the following levels required:
 - MS Word – Intermediate
 - MS Excel – Intermediate
 - MS Outlook – Intermediate
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.
- Must hold current Standard First Aid (within 2 years of certification) and Basic Rescuer CPR-C (within 1 year of certification) certificates.
- Must possess a valid Class "G" Ontario Driver's Licence and provide ongoing consent to conduct Driver's Abstracts through the Ministry of Transportation. A clean driving record is preferred.

Qualified candidates may submit a detailed resume or online application form by noon on **Friday December 10, 2021** to:

Human Resources Associate
Human Resources Department
One The Esplanade
Pickering, ON L1V 6K7

By Email: hr@pickering.ca
By Fax: 905.420.4638
Online: pickering.ca/employment

We thank all applicants for their interest; however, only those selected for an interview 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* and will be used for the purpose of candidate selection. An equal opportunity employer, all employees are governed by the City's Mandatory Vaccination Procedure. Please contact Human Resources if you require accommodations throughout the recruitment process. Documents are available alternate formats upon request.

The City of Pickering is committed to inclusive, accessible, and barrier-free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. We encourage and welcome applications from qualified applicants including members of racialized groups, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. Please let us know if you require an accommodation and we will work with you to ensure a barrier-free hiring process.

An Equal Opportunity Employer