

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

### Coordinator, Community Events

Department:	Community Services
Classification:	Term, May – September 2025
Affiliation:	CUPE Local 129
Vacancy Reason:	Vacant Existing
Shift/Hours:	As Scheduled, Monday – Sunday, Inclusive, 35 hours per week
Salary Range:	\$30.28/hour
Work Location:	Chestnut Hill Developments Recreation Complex (CHDRC)
Date Posted:	Wednesday, April 30, 2025
Deadline to Apply:	Wednesday, May 7, 2025

#### Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Coordinator, Community Events.

The successful incumbent is responsible for playing a lead role in the planning, development, organization and delivery of City events and outreach in City of Pickering parks and facilities, such as Cultural Pop-ups, concerts, award ceremonies, ribbon cutting ceremonies and announcements. The incumbent will provide a support role in large events (such as Canada Day, Artfest, and Winter Nights, City Lights), and community-led events. Additional responsibilities include providing leadership and direction to city staff, volunteers, vendors and partners to ensure that events are delivered safely, on budget, and according to approved event plans, policies and procedures.

#### Primary Responsibilities

- Plans, develops, implements, and coordinates outcome-based events and outreach in compliance with City policies and plans.
- Monitors the on-site activities of events and programs, ensuring compliance with all safety regulations and procedures.
- Prepares program plans, event summaries, site layout and flow, speaking notes, media release, event agendas, event reports, draft marketing materials and other planning documents.
- Provides direction to city staff, suppliers, performers, partners like Durham Region Police, and vendors in the delivery of event activities including, parking, directing traffic, crowd control, outreach, registration and tracking of guest attendance for cultural events, and programs.
- Supports development and distribution of City communication materials, event branding and wayfinding related to events, programs, and initiatives.
- Gathers necessary supplies and equipment prior to each event and leads assembly/installation as required.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

#### Education and Experience

- Successful completion of a post-secondary diploma in Event Planning/Management or tourism and hospitality with an events focus, or any combination of education, workplace training and experience deemed to be acceptable by the Corporation.
- Four months' experience in cultural events and programming.

#### Knowledge, Skills and Abilities

- Proven ability in event planning and delivery, data management, group facilitation and community development.
- Demonstrable leadership, planning, organizational, and problem-solving skills.
- Ability to work cooperatively in a team environment, with all levels of staff.
- Well-developed interpersonal skills and the ability to coordinate and motivate event staff.

- Well-developed verbal and written communication skills, and demonstrable ability to express self clearly and concisely in writing.
- Demonstrated level of maturity required for the effective supervision of event volunteers and staff.
- Ability to work independently and complete tasks according to pre-arranged schedules, with minimal supervision.
- Must be able to lift items up to 50 pounds to complete event set-up.
- Must be able to stand for long periods of time.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.
- Must hold a current Standard First Aid, Basic Rescuer CPR-C, and Auto External Defibrillator (AED) certification.
- Must possess a valid Class “G” Ontario Driver’s License and provide consent to conduct regular driver’s abstracts through the Ministry of Transportation. A clean driving record is preferred.

Qualified candidates may complete an [online application form](#) where you will be required to upload your resume and cover letter (PDFs only). 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 is used for the purpose of candidate selection.

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The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or [hr@pickering.ca](mailto:hr@pickering.ca).

**Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.**

