

WEST END BIZ EVENT COORDINATOR**- 15 hours per week (January - April 2)****- 35 hours per week (April 4 - August 26)**

JOB DESCRIPTION*Updated as of November 1, 2021***POSITION**

The West End BIZ Event Coordinator is an exciting position organizing events and programming in the West End. As Event Coordinator, you will be responsible for executing and developing the West End BIZ's event schedule and occasionally guiding tours. Events take place primarily outdoors and audience sizes vary depending on the event. Events will be of a fun, recreational nature and may include musical performances, participatory art creation, small afternoon festivals and other similar activities to engage the community. The position offers great work experience in the tourism industry.

REQUIRED QUALITIES

Our ideal candidate for the position should be creative, enthusiastic, positive, detail-oriented, well-organized, engaging and enjoy reaching out to organizations and individuals to build partnerships. The candidate must also be self-motivated, hardworking, comfortable speaking in front of an audience, and an effective problem-solver. Above all, the successful candidate must enjoy people and creating great experiences for participants.

The successful candidate must take the lead *or* work as a team, as the situation requires. Additionally, the coordinator is expected to take initiative creating promotional material and assisting with promoting events. The successful candidate must have solid public relations skills and present a professional yet friendly demeanour.

QUALIFICATIONS

Must be comfortable working outdoors for long stretches in all weather. Must be able to clearly write and communicate. Previous experience in small and medium-sized event organizing and planning is essential. Related education is an asset. Familiarity with West End neighbourhoods and community is an asset.

REPORTING

Reports directly to the Communications and Marketing Coordinator. All staff positions are ultimately responsible to the Executive Director. The position works in a team environment with BIZ staff.

MAIN AREAS OF RESPONSIBILITY

- Assist in creating event ideas.
- Coordinate, develop and implement events (as assigned) to completion.
- Partner with applicable organizations to support and plan events
- Assist in developing promotional material and distribution
- Attend other events to assist or coordinate as directed.
- Promote West End events and tours as opportunities arise
- Lead neighbourhood tours occasionally

OTHER

Paid training. Uniform provided. Full kitchen facilities. Locker provided. Fun and supportive work environment.

HOURS OF WORK / WAGES

15 hours per week, January - April 2; 35 hours per week, April 4 - August 26. Rate of pay is \$15 per hour. In the summer, work weeks will have some flexibility, but 5 days per week including Saturdays is required.

TO APPLY

Please submit cover letter and resume to the West End BIZ by e-mail (aurora@westendbiz.ca), or fax (204-772-8604) or in person at 581 Portage Avenue, Monday through Friday, between the hours of 9:00 am and 4:30 pm.

Note: All positions are subject to available BIZ funding.