



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Employment Opportunities

Corporate Services

Division of Human Resources

Coordinator, Special Events

Permanent, Full-Time

\$78,779.74 to \$98,474.80 annually

The Town of Aurora's Recreation Division is looking for an enthusiastic, innovative and organized individual with excellent communication and time management skills to join our passionate Special Events team. Reporting to the Supervisor of Special Events, this position develops and maintains community partnerships and Corporate sponsorships for events; assists with the design, promotion, creative development, identifying industry trends with the ability to deliver on coordination, supervision, administration and implementation of the festivals and events service plan for the Town; leads the recruitment and training of all special event volunteers; assists with design, development and implementation of social media for all events, assists with the development of Emergency Preparedness plans, generates alternate sources of revenue and funding opportunities to support direct-delivered events; coordinates the selection and permit processes for all special event food vendors; ensures health and safety practices are enforced and adhered to at all times.

To be considered for this position you will have at least two (2) years of working experience in producing indoor and outdoor special events, with attendance up to 10,000, preferably in a municipal environment, coupled with a college diploma in Event Management, Recreation, Public Relations, Marketing, Business Administration or a related discipline. You will demonstrate a thorough working knowledge of sponsorship concepts and strategies with strong presentation and public speaking skills. Proficiency with MS Office Suite is required. You will possess excellent presentation, persuasion and report writing skills, with a keen eye for detail and the ability to communicate effectively with local businesses, organizations, prospective clients, Town staff, general public, external agencies and other levels of government. Political acuity, deductive reasoning skills, excellent problem solving skills, conflict resolution confidence, creativity for identifying and delivering unique activations and trends and have awareness of culture and diversity are key. You must possess a current Standard First Aid, CPR-C and AED Certification, PROTON Food Handling Certification and Smart Serve Training as well as a valid class "G" license in good standing and a reliable vehicle to use on corporate business. You must also have the ability to be available to work flexible hours and/or shifts; attend evening and/or weekend meetings and special events.

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 at the applicants own cost. Additionally, all Town of Aurora employees are required to disclose their vaccination status and be fully vaccinated as a condition of hire in accordance with the Town's Mandatory COVID-19 Vaccination Policy.

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 **May 12, 2022** quoting the job title and reference number **22-55**.

The Town of Aurora is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any

Posting date: April 28, 2022

information received relating to accommodation will be addressed confidentially. We thank all applicants and advise that only those selected for an interview will be contacted.

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 Human Resources Division at 905-727-3123.