



Position: Special Events Co-ordinator - Canada Summer Jobs – 8 week placement

Start date: June 28th, 2021

Hours of work: 35 hours per week, schedule to be based on events/bookings and will include days, nights, weekends, Canada Day and New Brunswick Day.

Duties and Responsibilities:

The following are the primary job duties and responsibilities of the Student Event Staff. The following statements are intended to describe the nature of work and level of work being performed, but may not be an exhaustive list of all duties and responsibilities of the position. Other duties and responsibilities may be assigned by the Community Services Management Team.

- Assist the Events Coordinator for the Town of St. Stephen with the planning and execution of community based events at different venues in St. Stephen including, but not limited to, Town of St. Stephen Canada Day and New Brunswick Day festivities, the Summer Concert Series, Chocolate Festival, and the 48th Annual International Festival.
- Work with the coordinators and staff of the Downtown St. Stephen and St. Stephen Area Chamber of Commerce on local tourism initiatives.
- Plan one (or more) events for the annual International Festival from beginning to end, with support and resources from the Events Coordinator.
- Assist the Garcelon Civic Center and Town of St. Stephen clients with regular programming reservations and sports programming reservations.
- Assist the Events Coordinator with the daily bookings for the Town of St. Stephen at the Garcelon Civic Center, including acting as a liaison between the departments at the Garcelon Civic Center associated with the reservation, and with the client.
- Act as the on-site contact for the client during the events, including providing direction to student event staff to ensure the clients' needs are being met.
- Provide information about the town and surrounding community when assigned to work at the Town of St. Stephen Information and Tourism Kiosk.

Eligibility:

To be considered for the position, applicant must show they:

- (a) are between 15 and 30 years of age (inclusive) at the start of employment;
- (b) are a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act**; and
- (c) are legally entitled to work according to the relevant provincial / territorial legislation and regulations.

*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

Knowledge, skills and abilities:

- Friendly and welcoming approach.
- High standards of dress and presentation.
- Ability to remain calm during difficult situations and in a very busy environment.
- Ability to work with minimal supervision or no supervision.
- Collaborative skills.
- Flexibility to adapt to a variety of work situations with various individuals or groups.
- Ability to build and maintain effective working relationships with peers and members of the public.
- A good stamina and ability to lift event gear and to stand for long hours while serving customers and working events.
- Bilingualism considered an asset.

Send resumes to:

Michelle Vest
Events Coordinator
Town of St. Stephen &
Garcelon Civic Center
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St.Stephen, New Brunswick
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The Town of St. Stephen thanks all respondents; however only those selected for an interview will be contacted.