

Junior Events Coordinator

Municipal District of St. Stephen Community Services Department
Seasonal Youth Position (mid May – mid August)

Position Overview

The Municipal District of St. Stephen is seeking a motivated and community-minded individual to join our team as a **Junior Events Coordinator**. This role offers hands-on experience in planning, organizing, and delivering community events while supporting tourism and facility operations.

Working closely with the Community Services team, the successful candidate will play an active role in delivering events that enhance community engagement, support local tourism, and contribute to the vibrancy of St. Stephen.

Key Responsibilities

- Assist in the planning, organization, and execution of municipal events, including Canada Day, New Brunswick Day, Summer Concert Series, and the International Homecoming Festival
 - Support bookings and event coordination at the Garcelon Civic Center, including sports and community programming
 - Act as a liaison between staff, clients, and community partners to ensure smooth event operations
 - Provide on-site support during events, including setup, coordination, and teardown
 - Collaborate with the Downtown BIA and Chamber of Commerce on community initiatives
 - Assist at the Visitor Information Centre, promoting local events and attractions
 - Plan and execute at least one event as part of the International Homecoming Festival with mentorship support
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Skills & Experience You'll Gain

This position is designed to build real-world, transferable skills in:

- Customer service and client relations
- Event planning and logistics
- Communication (written, verbal, and digital)
- Teamwork and collaboration
- Leadership and problem-solving
- Time management and organization

You will also gain experience using:

- Event booking software (ActiveNet)
- Social media and website promotion tools
- Point-of-sale systems for events and ticketing

Work Environment & Mentorship

- Daily check-ins and weekly evaluations with the Community Services Coordinator
 - Direct mentorship from the Hospitality and Events Assistant
 - Opportunities to shadow meetings with clients, vendors, and community partners
 - Hands-on leadership experience through planning your own event
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Qualifications

- Applicants must meet eligibility requirements for Canada Summer Jobs
 - Strong communication and interpersonal skills
 - Interest in events, tourism, recreation, or community development
 - Ability to work evenings, weekends, and flexible hours during events
 - Organized, reliable, and able to work both independently and as part of a team
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Why Join Us?

This is more than a summer job—it's an opportunity to:

- Gain meaningful experience in event and community programming
 - Build professional skills in a supportive environment
 - Make a visible impact in your community
 - Explore career pathways in tourism, recreation, and event management
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Application Form – Junior Events Coordinator

Please submit a resume along with this application

Eligibility

- Are you currently a student or recent graduate?
 Yes No
 - Are you available to work evenings and weekends?
 Yes No
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Education

School/Institution: _____

Current Grade/Program: _____

Experience

(Include volunteer, school, or work experience)

Skills & Interests

Tell us why you are interested in this position and what skills you hope to gain:

Event Idea

If you were to plan a community event in St. Stephen, what would it be?

References

Name: _____ Phone/Email: _____

Name: _____ Phone/Email: _____

Submission Instructions

Please submit your completed application to:

Michelle.Martin@chocolatetown.ca

Or drop off at the **Garcelon Civic Center, 22 Budd Ave**

The Municipal District of St. Stephen thanks all respondents; however only those selected for an interview will be contacted.