

Events Administrator (Job # 2024-094-IE)

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| Department: | Community Services |
| Status: | Part Time, Permanent |
| Date Posted: | December 20, 2024 |
| Date Closing: | January 10, 2025, 4:00 p.m. |
| Number of Positions: | 1 |
| Scheduled Hours/Shifts: | Up to 30 hours per week |
| Salary: | \$34.92 - \$39.28 per hour (2025 rates) |
| Flexible Working Arrangements: | No |

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, complementary gym membership and access to our employee discount program.

Allow your resume to stand out with experience working within a local government organization, while working within your community. The ideal candidate will have an opportunity to work with a creative, collaborative, dedicated and tight-knit team responsible for delivering award-winning events for the community. Work directly with the Events team and Corporate Communications department to develop innovative sponsorship activations and branding.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Reporting to the Supervisor of Events and Community Partnerships, the Events Administrator position assists with the administration, development, and coordination of key Town programs and events within the Events Division. The Events Administrator is responsible for executing contracts and processing vendor applications, ordering event material and supplies, scheduling event staff, processing invoices, and tracking sponsorship and partnership inquiries. This is a part-time position, working up to 30 hours per week. Shift times will vary based on operational needs, including evenings and weekends.

Qualifications and Requirements:

- Minimum of Ontario Secondary School Diploma (Grade 12). Experience in Hospitality & Tourism, Event Management an asset.
- Experience in a municipal work environment would be an asset
- Demonstrated administration experience, preferably in a Municipal setting
- Demonstrated sponsorship experience an asset
- Working knowledge of computer applications, including Microsoft Word, Excel, PowerPoint, Adobe Photoshop, Microsoft Publisher, Illustrator
- Excellent verbal and written communication skills
- Advanced interpersonal skills, with ability to interact effectively with all municipal staff, elected officials, residents, businesses, dignitaries, other government/agencies, and the media; ability to build collaborative working and community relationships, and internal and external alliances

- Effective organizational/coordinating and research skills; ability to prioritize work and to work under pressure to meet deadlines
- Superior customer service orientation with a focus on ensuring effective services; maintain a positive, professional attitude
- Knowledge of budgeting and financial transaction processes
- Available to work flexible hours (evenings and weekends) as may be required for event schedules
- Valid Ontario G Drivers License or equivalent and a reliable vehicle for use on corporate business
- Current Standard First Aid and CPR certification
- Police Check

How to apply:

Please forward your resume in confidence by **January 10, 2025, at 4:00 p.m.**, identifying **Job # 2024-094-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.