



SPECIAL EVENTS COORDINATOR 1

Regular Full-time

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

The City's Economic Development Division is currently recruiting for a regular full-time **Special Events Coordinator 1** to join our team of professionals who is passionate about developing major outdoor festivals and events. The division is responsible for producing major City signature events, including the Kaleidoscope Arts Festival, Summer Concert Series, park and facility openings and Canada Day in Coquitlam, which attracts over 80,000 attendees each year and coordinating a Community Event Program, as well as other events throughout the year.

Some of the duties of the Special Event Coordinator 1 includes:

- Provides leadership in planning, coordinating and implementing large outdoor festivals and events and recommends policies and procedures related to the work.
- Coordinates a community event permitting program and provides event related support and guidance to community event organizers.
- Develops, monitors and manages event budgets.
- Plans, assigns, supervises and reviews the work of staff and volunteer; recruits, orients, trains, oversees and evaluates work performance of staff, volunteers and contractors.
- Exercises considerable independence of judgement, action and initiative, within established guidelines, referring difficult or contentious matters to a supervisor.

If you are passionate about planning, coordinating or doing permitting of events, have excellent verbal and written communications skills, previous experience overseeing volunteers during events, excellent organizational skills and you don't mind working some evenings or weekends, this may be the perfect position for you!

In this role you will have the opportunity to work alongside a dynamic team to lead your own events, program exciting activities and work with a variety of community groups. You will be a part of a team that that brings memorable experiences to Coquitlam by delivering an array of exciting festivals and events in the community.

Minimum Qualifications

- Completion of a post-secondary program or courses in event management, cultural or recreation administration, arts or related field, supported by sound related experience with special event management; OR an equivalent combination of training and experience.
- Class 5 Driver's License for the Province of British Columbia (with satisfactory driving record).

Assets

- Experience coordinating effectively with various internal and external partners,
- High attention to detail, excellent communication and organizational skills,
- Ability to work efficiently on multiple projects or events and meet multiple deadlines;.
- Previous municipal or government experience.

What We Offer:

This CUPE position has an hourly rate range of \$34.63 - \$40.73 (2024 rates). The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.



You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on February 23, 2024.

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