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Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Special Events Program Assistant

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$58,778.68 to \$72,088.36

Closing Deadline: July 29, 2024

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

Reporting to the Recreation Supervisor, Special Events, the Special Events Program Assistant will assist in the design/development, delivery, coordination, supervision, administration, implementation and evaluation of Town community and corporate events and services; assists with promotion of community events and acts as a resource for community organizations and event promoters.

Qualifications

- High School Diploma coupled with at least 1 year of related experience in special event programming/coordination, volunteer management, community development, in a Municipal environment would be considered an asset.
- Thorough working knowledge of current special event industry trends and applicable legislation with the ability to make decisions based on policy, procedures or standard operating instructions and prepare solutions using creative problem solving and analytical skills.
- Excellent communication, interpersonal, persuasion, presentation, time management and report writing skills, as is the ability to deal effectively with local businesses, organizations and prospective clients, Town staff, the general public, external agencies and other levels of government.
- Working knowledge of computers including MS Office: Word, Excel, PowerPoint and Outlook are required.
- You must be available to work flexible hours and/or shifts; attend evening and/or weekend meetings and special events and will work in multiple locations including both indoor/outdoor environments.
- Must possess current Standard First Aid, CPR-C certification, Smart Serve Training, AED and PROTON Food Handling and hold a valid class "G" licence, in good standing with a reliable vehicle to use on corporate business.

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.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. 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.