



<b>DEPARTMENT:</b>	<b>Community Services</b>	<b>STATUS:</b>	<b>Regular- Full Time</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>35 hours per week, non-standard schedule*</b>	<b>SALARY:</b>	<b>\$36.09 to \$42.45 per hour + comprehensive benefits package</b>

Our Community Services Department is seeking an energetic, dynamic and organized Assistant Program Coordinator to join the Community Partnerships team. The position reports to the Supervisor, Community Partnerships and works in collaboration with the Special Events Coordinator and other members of the Community Partnerships function. Your primary responsibilities will include: assisting in the promotion and facilitation of special events and activations; assisting in the processing of special event permits; assisting in the coordination and organization in City-hosted events and supporting community organization hosted events; liaising with event representatives, internal representatives and external agencies; supervision of front line workers, program staff and volunteers; maintaining effective communication and working relationships with staff and community; and occasionally supporting the filming portfolio as required.

**If many of the following characteristics and skills describe you, we want to meet you!**

- A diploma related to the work experience required in supporting the coordination and facilitation of civic host events and community organization hosted events, or an equivalent combination of training and experience
- Knowledge of the principles, methods and techniques related of the work performed
- Sound knowledge of the rules, regulations, policies and by-laws governing the work performed
- Sound knowledge of the program, activities, requirements and objectives related to the work performed
- Ability to assist in assessing and responding to the requirements of event or filming representatives according to establishing guidelines and practices
- Ability to identify potential risk and disruptions, coordinate appropriate municipal support and ensure compliance with policies
- Ability to respond to complaints from the public and interest groups, and resolve conflict or facilitate resolution
- Ability to establish and maintain effective working relationships with a wide variety of internal and external contacts
- Ability to communicate effectively orally and in writing and prepare content for marketing and informational materials
- Ability to prepare and maintain a variety of record, files, correspondence and reports related to the work
- Proficiency in the use of various software applications including Microsoft Office Suite and registration software
- Valid Class 5 BC driver’s license
- Preferred First Aid and CPR certification
- The successful applicant must be able to pass and maintain a clear Police Information Check – Vulnerable Sector

\*Must be available to work a flexible schedule including evenings, weekends and a variety of shifts based on scheduled events.

**Apply online with your resume and cover letter in one document at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by July 23, 2024.**

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.*