



SPECIAL EVENTS COORDINATOR 2

Temporary Full-Time (4 months)

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

Our Economic Development Division is currently recruiting for a Temporary Full-time Special Events Coordinator 2 to join our team of professionals. The successful candidate will be someone who is passionate about developing major outdoor festivals and events for the City of Coquitlam. The division is responsible for producing major City-led events such as Canada Day in Coquitlam, Summer Concert Series and Lights at Lafarge Kick-Off Event. In addition, this position also works with the organizers of our Community-Led Festivals & Events to coordinate City services related permitting and event logistics

The Special Events Coordinator 2 will be responsible for planning and coordinating major events for the City of Coquitlam. You will develop detailed events plans, and will monitor and prepare budgets for these events. You will further use your leadership skills to engage and communicate with stakeholders, and will utilize your relationship building skills to maintain strong work relationships with internal and external agencies, as well as the public.

As the successful candidate, you will supervise, train and oversee the work of auxiliary staff, contractors and volunteers leading up to and during events. You will use your judgment to ensure events run smoothly and effectively, while following established guidelines and procedures. Finally, you must have the ability to lift bulky objects, climb ladders, and walk for long periods.

If you would like to utilize your strong event coordination skills, while working with a wide variety of individuals both internally and externally, we look forward to your application!

Minimum Qualifications

The ideal candidate will have completed a post-secondary program or courses in event management, cultural or recreation administration, arts or a related field. They would also have at least 3 years of related experience with special event management. Please note that an equivalent combination of training and experience may also be considered. A valid Driver's License for the Province of British Columbia is required.

Preferred Qualifications

Please note that the following are considered assets for the position: experience working in special events over 5,000 people, leading event planning teams, coordinating community event permits and logistics, working with community groups, and supervising staff and volunteers.

Please be aware that the successful candidate will be required to work occasional evenings and weekends to support event implementation/meetings.

What We Offer:

This CUPE position has an hourly rate range of \$36.06 - \$42.44. 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. This position is based in Coquitlam.



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 September 6, 2024.

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