



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence,
Bilingualism

COORDINATOR, COMMUNITY EVENT DEVELOPMENT

Community Services – Events & Venues – Job # P1307

CLOSING DATE: NOON – FEBRUARY 5, 2025

JOB SUMMARY:

This position reports directly to the Manager, Events & Festivals.

This position is dedicated to supporting community groups in planning their events by providing guidance on best practices and facilitating City resources, including logistical support, equipment and funding. A primary responsibility involves advancing Moncton’s Event Attraction Implementation Strategy at the Core and Local levels, fostering a dynamic and engaging calendar of events that strengthens community ties and aligns with the City’s objectives. Additionally, the role coordinates City-produced events and programs, ensuring these initiatives enhance Moncton’s cultural landscape and community development.

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city’s reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position. The City of Moncton offers an attractive salary and benefits package in accordance to the City Hall Employees Association / PSAC Local 60200 Collective Agreement.

[CHEA Collective Agreement](#) [City of Moncton Salary and Wage Scale](#)

EDUCATION:

- High School graduate or equivalency.
- Must have a University Degree in the field of Recreation, Events Management, Business Administration or Public Relations/Marketing.

EXPERIENCE:

- Must have three (3) years of practical work experience in Event Management. Related experience to include experience in facilitation with a community development focus.
- Previous work experience in aspects related to the job function, such as event management, community development and project coordination is required.

LANGUAGE:

- The ability to function fluently in both official languages (English and French) is a requirement. As per provincial language proficiency standards, functional is determined to be at the Intermediate+ (2+) level or higher.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be knowledgeable of the New Brunswick Occupational Health and Safety Act.
- Must have the ability to manage multiple files/projects concurrently, and be able to prioritize work planning, while maintaining a solid level of customer service to community groups and event organizers.
- Must have demonstrated proficiency in computer applications (Microsoft Word, PowerPoint, Excel) and other digital programs. Must be competent in web-based applications and content management systems, and other social media platforms.
- The applicant must be able to demonstrate proficiency in proposal writing, customer service and public presentations.
- Must be able to design and develop site plans related to community events and festivals.
- Must have the ability to observe situations, identify both potential and existing problems on the spot and resolve quickly with minimal impact to the event/production.
- Must be comfortable with large crowds, security, loud noise, and be capable of taking immediate steps to impose sudden changes to a plan should the need arise.

OTHER:

- Applicant must possess and maintain a valid Class 5 Driver's License.

CONTACT:

- Contacts play an integral role in the successful functioning of this position. Specifically, the individual will have the following contacts:
- General Public/Community Contacts - related to relaying information pertaining to community events and venues.
- Event promoters, public relations staff, event media - must be able to respond to requests for information and extrapolate event information from them and for them under extensive time constraints.
- Suppliers - must have a strong network and ability to resource equipment, materials and personnel to facilitate event execution.
- Municipal, Provincial, Federal government officials - compliance, safety, fire, liquor control, health authorities, RCMP, etc.

SUPERVISION:

- The applicant must demonstrate their ability to be a self-initiator, able to work with minimal supervision, while making decisions related to the position with tact and diplomacy.
- The applicant must also be able to work well in a team environment, both with internal colleagues and with the community event organizers who work with the municipality on an annual basis.
- This position has no full-time staff reporting to them but could be responsible for part-time, contract staff and/or students

CONDITIONS OF WORK:

- All employees must comply with Council and Corporate adopted policies and directives. (i.e., Attendance Management, Respectful Workplace and Health and Safety).
- The role of this position is such that the incumbent cannot operate within the confines of a traditional workweek. The base workweek is 35 hours, with compensation for overtime as outlined in the CHEA/PSAC Local 60200 Collective Agreement.
- Position requires some travel regionally, nationally and internationally requiring periodic extended absences.
- This position requires regular evening and weekend work throughout the year.