

Job Posting – Township of Langley

Job Title:	Special Events Coordinator
Competition Number:	25-U068
Employment Type:	Temporary Full-Time (from approximately June 23, 2025 to June 19, 2026)
Pay Rate:	\$36.08 - \$42.45 per hour (5 steps, 2024 rates), plus 13.5% in lieu of benefits
Hours of Work:	35 hours per week; 7 hours per day; 5 days per week Some evening and weekend work will be required; Non-standard hours and/or non-standard work week
Competition Opening Date:	May 8, 2025
Competition Internal Closing Date:	May 16, 2025
Competition External Closing Date:	May 22, 2025

Job Overview

The Township of Langley is currently recruiting for a temporary full-time **Special Events Coordinator** (from approximately June 23, 2025 to June 19, 2026) to join our team of professionals in the Recreation, Arts and Culture Division, Special Events Department. Reporting to the Manager, Corporate Events, in this unionized position you will develop, coordinate and implement a variety of community and special events for the municipality. This position is ideal for applicants who are enthusiastic, highly organized and dedicated to delivering outstanding customer service for our community.

Responsibilities

- Develop and coordinate community and special events and serve as the Township representative and project lead as required
- Develop and prepare detailed event plans including promotional requirements, schedules, site specifics and public safety plans
- Coordinate event implementation including supplies, materials, equipment and event space
- Assist with recruitment of auxiliary employees and volunteers for community events and provide orientation, training and onsite supervision
- Coordinate the preparation of promotional materials for distribution and provide support for media and sponsorship
- Solicit corporate sponsorship for events and prepare proposals for other government and agency funding
- Perform related work as required

Qualifications

- Degree or Diploma in public relations or a related discipline from a recognized post-secondary institution plus considerable related experience in event coordination and some supervisory experience, or an equivalent combination of training and experience
- Considerable knowledge of the practices, methods, techniques, materials and equipment used in special events
- Sound knowledge of the interests and functions of various community groups and agencies
- Ability to provide leadership in planning, developing, implementing and coordinating large public events
- Ability to establish and maintain effective communication with a variety of internal/external contacts
- Ability to lift bulky objects, climb ladders and stand/walk for long periods

This position is defined by the Township of Langley as a position of trust (Child Safety). The successful candidate will be required to have a Police Information Check as a condition of employment (not required as part of the application process, however, will be required upon consideration for employment).

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.
- Emergency First Aid and CPR certification

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.

