

DEPARTMENT:	Parks & Recreation	STATUS:	Temporary Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week*	SALARY:	\$36.09 - \$42.45 per hour + comprehensive benefits package (2024 rates)

Our Community Services Department is looking for a temporary full-time Coordinator, Filming & Special Events, to support events for the 2026 FIFA World Cup. You will be responsible for coordinating, facilitating, organizing and providing support for civic and community events specific to the 2026 FIFA World Cup, including the development of overall event plans, critical paths, research and procurement of equipment and resources, budgets, and risk management procedures. You have sound working knowledge of municipal government functions, and are comfortable liaising between community groups, event representatives, city departments and external agencies. You will also be responsible for coordinating information packages, responding to requests for information, as well as coordinating production of permits, processing/expediting applications, contracts, agreements and invoices. The City’s FIFA program is not yet detailed – and you will be responsible for identifying and developing relationships with cultural groups in the community to support their activations as well as planning and implementing the City’s own events. In addition, you will ensure such activities comply with bylaws, regulations and agreements while determining individual requirements and restrictions. The portfolio of this position will focus mainly on events associated with the 2026 FIFA World Cup, and may provide additional support to other special events and the filming portfolio as required.

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

- Completion of Grade 12 (or equivalent) supplemented by a Diploma related to event planning, plus sound related experience. An equivalent combination of education and experience as acceptable to the employer may be considered.
- Municipal experience and/or experience with sporting events as it relates to event planning, coordination and execution is considered an asset.
- Sound working knowledge of the rules, practices, regulations, policies and by-laws required for the planning and execution of events.
- Sound working knowledge of the completion of contracts, agreements and invoicing.
- Ability to assess and respond to the requirements of community groups, event representatives, and external interested parties, according to established guidelines and practices.
- Ability to identify potential risks and disruptions, coordinate appropriate municipal support and ensure compliance with policies.
- Ability to respond to complaints from the public and interest groups, and resolve conflicts or facilitate resolution.
- Ability to establish and maintain effective working relationships with a variety of external and internal contacts and to develop community interest and involvement in events offered.
- Ability to exercise initiative and judgement and to work independently in the planning, development, coordination, implementation and evaluation of the work performed.
- Ability to communicate effectively orally and in writing and prepare content for reports, marketing and informational materials.
- Ability to prepare and maintain a variety of records, files, correspondence and reports related to the work.
- Ability to operate a computer and use software applications related to the work.
- Valid Class 5 BC driver’s license and access to a vehicle
- Preferred First Aid and CPR certification
- Must be able to pass and maintain a clear Police Information Check

**\*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 June 6, 2025.

*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.*