



Career Opportunity – Internal/External Posting

Special Events and Community Development Coordinator Community Services

Position Summary:

Reporting to the Special Events Project Manager, the Special Events and Community Development Coordinator will support the Special Events Department in developing its initiatives. This position will administer the internal special event application process, including liaising with applicants and municipal departments, and assisting with projects that promote municipally driven events, community engagement initiatives, and economic and destination development.

Key Responsibilities:

- Receive, review, and process external special event applications, providing exceptional customer service.
- Manage the internal Special Event Calendar and coordinate with internal departments and the booking policy for municipal facilities.
- Assist in municipally organized special events and festivals, while supporting third-party events, as required.
- Provide oversight for all stages of event logistics and act as the point of contact on event sites for municipally organized events.
- Maintain and update the Special Event Guide and toolkit of resources.
- Organize feedback for review and best practice utilization.
- Liaise with community agencies to maintain relevant contact information and initiate sharing procedures.
- Maintain active knowledge of community and regional events.
- Conduct administrative functions for the Waterfront Market Plaza project, including event management.
- Conduct grant writing research, document and track application processes, and report for funding projects.
- Conduct data collection and maintenance for various destination development and community initiatives.
- Work with the Communications and Corporate Identity team to provide raw content for website and program materials.
- Liaise with municipal departments, outside agencies, and other participants to ensure smooth coordination of events and projects.
- Collect and analyze visitor data to improve tourism support initiatives.

- Comply with applicable provincial and municipal legislation, including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, and the Municipality's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge, and Skills:

- Must have a post-secondary diploma in event management, or equivalent education and/or special event experience.
- Certification in continuous process improvement would be an asset.
- Must have a minimum of 2 years of experience in community development, tourism and/or economic development.
- Experience in municipal policies, community development, event planning, economic development, tourism and the hospitality industry is considered an asset.
- Proven track record as a team member managing large-scale community events, preferably in collaboration with a municipal or regional partner.
- Experience with developing concepts for grant writing and funding acquisition would be an asset.
- Prior involvement in destination development strategies or destination marketing is preferred.
- Experience and knowledge of contractual and technical requirements for working with event services and entertainment providers is preferred.
- Must have exceptional organizational and process coordination/tracking skills.
- Must have excellent verbal and written communication skills.
- Must have demonstrated experience working in a collaborative and dynamic environment with strong interpersonal skills and political acumen.
- Must be able to work in all weather conditions and occasionally lift up to 15 kg for event setup and takedown.
- Must be proficient in computer applications in a Microsoft Windows environment.
- Knowledge of municipal bylaws, permitting and budgeting processes is preferred.
- Ability to work within a community development framework, understanding the alignment with economic development.
- Must possess and maintain a valid Ontario Class 'G' Driver's Licence.

Hours of Work and Working Conditions:

This position is employed for 35 hours per week, in an office environment. Work hours schedule will vary; evening, weekend, and holiday hours, particularly during the summer months, will be regularly required. Some travel is required to facilities and event sites.

Employee Group:

Non-union.

Salary Range:

\$68,164.37 - \$79,742.60 (2026 Rates)

Closing Date:

Applications must be received by 11:59 PM, Sunday, February 22, 2026.

Reason for Vacancy:

New Position.

How to Apply:

Interested candidates must apply online through our website, leamington.ca/careers

We thank all applicants; however, we will contact only those selected for an interview. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761