

Clarington

We're looking for a Special Events Assistant (Summer Student) to join Clarington's Public Services team!

Why Clarington?

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

About the Role

Vacancy Status: This posting is for a newly created summer position.

We are seeking a dedicated individual for the Special Events Assistant (Summer Student) position who will be responsible for assisting in the planning, coordination and implementation of various special events in the Community Services department. This position will also support in the administration and support for external community events and other duties as required.

This role will require flexible work hours for up to 16 weeks between May 4, 2026, and August 28, 2026, of up to 35 hours per week, with some availability required on evenings, weekends and holidays as required.

Key Responsibilities

- Reporting to the Supervisor, Community Development and Events and working in collaboration with other Municipal Staff, assisting in the development, planning, coordination and implementation of projects, programs, and special events in the Community Services Division.
- Providing support to organizers for the development and execution of events such as Canada Day.
- Responsible for administrative duties such as event plans, site maps, vendor and activity tracking spreadsheets, volunteer management documents, Special Event Permitting support, etc.
- Actively participating in event planning committees and contribute to idea development.

- Taking an active role on event days, including leading and assisting set-up/take down, vendor arrival coordination, volunteer support, customer services and general event supervision.
- Providing intake support to interested organizations looking to operate Special Events within the Municipality, including application review and communication of requirements to applicants.
- Acting as an ambassador to the Municipality of Clarington at Municipally run events and at community-led events.
- Actively contributing to the development of resources that enhance the Special Event portfolio.
- Other duties as required.

What you bring

- Candidates must be enrolled in or recently completed post-Secondary education in Event Planning, Event Management, Volunteer Coordination, Recreation and Leisure Studies or similar program (Proof of enrolment must be provided).
- Must be a minimum of 15 years of age.
- Experience in event planning, event management, event logistics, sponsorship development, marketing, volunteer management and related best practices is an asset
- Highly self-motivated with the ability to work independently, as well as in a team environment.
- Attention to detail as this is critical for this position along with the ability to complete work in a timely manner.
- Ability to make decisions, balance multiple priorities and act as a main point of contact in a busy event environment.
- Demonstrated ability to establish effective working relationships and to provide excellent customer service to internal and external customers.
- Experience and proficiency in the following computer applications; Office 365, Microsoft Word, Excel, and PowerPoint.
- Willingness and ability to work shifts, evenings, weekends and holidays and overtime as required.
- Must reside in Ontario during the period of employment and be legally able to work in Canada.

What we offer

- Rate of pay: \$23.09 per hour (2026 rate).
- Up to 16 weeks of employment
- Hours of work: up to a maximum of 35 hours per week including evenings, weekends, and holidays. Flexible work arrangements may be available for this position in accordance with prevailing municipal policy.

Additional Information

A satisfactory criminal record check with a vulnerable sector screening and proof of qualifications will be required for the successful candidate.

Pre-employment testing may consist of written and oral assessments.

How to Apply

Applications will be accepted until **April 24, 2026, at 11:59pm**.

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: www.clarington.net/careers.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

Our Commitment to Equity

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at careers@clarington.net.

Privacy

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at careers@clarington.net.