

Town of Caledon

make a difference



Job Title: Coordinator, Events

The Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can **make a difference**.

The Opportunity (Vacancy: Replacement)

Reporting to the Supervisor Events and Community Experience, the Coordinator, Events is responsible for effectively administering and supervising various corporate and community events and initiatives while promoting access and equitable processes for residents. The Incumbent will coordinate the execution of Town-led festivals and events such as Caledon Day, Creative Arts Festival, Town of Caledon's Sport Hall of Fame and the Diwali Drone Show.

This role provides supervision to Volunteer and Casual staff and coordinates and oversees various Community Engagement events, initiatives and services as well as providing support for community organizations and events. This position is the central point of contact in the delivery of corporate and community events, including the delivery of the Caledon Events Advisory Team, a cross-departmental governing body that permits and supports the planning of third-party community events in Caledon.

As the Coordinator, Events, you will perform the following duties, including but not limited to:

- Support the delivery of public events, cultural programs and community initiatives aligned with the Town's strategic priorities and Recreation and Culture Strategy.
- Oversee the planning and execution of signature and seasonal events, including festivals, heritage celebrations, grand openings, and cultural showcases with the support of the Supervisor.
- Manage project timelines, budgets, risk assessments, and evaluation frameworks to ensure successful outcomes and community impact with the support of the Supervisor.
- Oversee site inspections of program space to ensure proper operation and compliance pertaining to safety regulations.



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- Investigate and resolve customer complaints and concerns. Ensure a positive relationship between staff and citizens. All escalations are to be reported to the Supervisor for further direction. Participate on the Caledon Events Advisory Team, supporting third-party community event organizers with the planning and permitting of their events in Caledon.
- Recruit, train, coach and evaluate Volunteer and Casual Staff; provide coaching for improved performance and objectives.
- Identify and pursue funding opportunities, sponsorships, and grants to support cultural and event initiatives with the support of the Supervisor.
- Develop agreements with vendors, negotiate funding and the creation of community service agreements with partners for projects that support objectives within the Recreation and Culture strategy.

The Ideal Candidate

We are seeking an experienced professional with a post-secondary degree or diploma in Recreation Studies, Community Engagement, Event management or closely related field. Our ideal candidate has a minimum of four (4) years related experience in an event planning setting including direct programming and a minimum one (1) year of experience in a Supervisory role. Certification(s) in Standard First Aid and CPR C are an asset.

The ideal candidate will have demonstrated customer service excellence that reflects Caledon's quality standards: accurate, courteous, responsive and easy to navigate and excellent verbal and written communication skills with the ability to ensure suitable agreements, decisions are reached. We are seeking an individual who has demonstrated analytical and problem-solving skills involving development of new and improved data.

The successful candidate for Coordinator, Events will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$87,912.40 to \$109,890.50 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **July 9th, 2026, 12:00PM.***

The Town of Caledon does not use artificial intelligence (AI) technology for screening, assessing, or selecting candidates.

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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