

JOB DESCRIPTION

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| POSITION | Events and Programs Coordinator |
| REPORTING TO | Manager of Community and Social Development |
| HOURS OF WORK | 35 hours per week, as assigned |
| SALARY | \$64,969 to \$78,971 |

POSITION SUMMARY

Under the guidance and mentorship of the Manager of Community and Social Development, the Events and Program Coordinator will assist with the development and implementation of community programs and events. The Coordinator will work closely with municipal employees, community groups, residents, volunteers, key partners and stakeholders both locally and within the region.

ROLES AND RESPONSIBILITIES

- Develop and maintain network of resources and work closely with key partners and stakeholders.
- Project and Event Coordination:
 - Program planning, execution, task management, vendor relations, administrative, upkeep and event updates, communications liaison and scheduling.
 - Develop and deliver creative recreational programs for all age groups.
 - Oversee daily program execution and ensure consistency and safety.
 - Manage schedules, attendance, and program reporting.
 - Budget management for events and programs.
 - Plan and coordinate event logistics, including negotiating space contracts, booking venues, arranging catering, ordering supplies and audiovisual services, coordinating décor, etc.
 - Schedule and organize event committee meetings, develop and maintain project tracking tools, and ensure committee tasks are completed on time.
 - Serve as the primary liaison with vendors on event-related matters, ensuring smooth coordination and communication.
 - Collect and organize post-event information, including guest feedback, to produce comprehensive event reports and recommend improvements for future events.
 - Monitor event budgets, alerting supervisors to any potential deviations or required adjustments.
 - Take ownership of events from concept to execution, leading large and several smaller-scale events annually.
 - Work collaboratively with team members, demonstrating respect, professionalism, and a solutions-oriented approach throughout the planning and execution process.
- Work closely with the Communications department on website and social media content.
- Manage event and program communications to key external stakeholders as required.
- Responsible for following up on all event timelines with each department and provide support as required.
- Responsible for coordinating volunteers at events.
- Required to attend Committee meetings and other community group meetings as required.
- Maintain open communication and a positive relationship with other staff, committee members, partners, stakeholders and contributors.
- Assist with museum operations as required.
- Perform other duties as required.

REQUIREMENT

- Post-secondary education in hospitality, recreation, or a related field or have relevant experience in program and event management.
- Demonstrated high proficiency using all Microsoft Office Programs in addition to Adobe Creative Suite.
- Excellent verbal and written communication skills in both official languages.
- Excellent presentation and report writing skills.
- Strong administration and time management skills.
- Highly organized, accountable and strong interpersonal skills.
- Ability to perform both small and large tasks.
- Ability to work flexible hours, including evenings and weekends.
- Valid Class G Driver's License and access to a personal vehicle.
- Must have and maintain a clean criminal record and/or must be able to obtain and maintain required security clearances to work in all municipal facilities.
- Proven team player with strong collaboration skills.
- Ability to engage professionally with diverse groups, including Directors, and Managers.
- Strong communicator with knowledge in the development, production and maintenance of communication tools for both internal and external stakeholders.
- Strong judgment, tact, creativity and problem-solving skills.

ASSETS

- Experience with event planning, programming, and community engagement.
- Proficiency in social media marketing and digital engagement strategies.
- Familiarity with regional history and cultural artifacts.
- Ability to work independently and collaboratively within a team.
- Knowledge of relevant software for cataloging, scheduling, and marketing.
- Ability to multi-task in a fast-paced environment, effectively prioritize activities and manage stress with a high degree of maturity and professionalism.

WORKING CONDITIONS

- Travel may be required.
- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computers and peripherals.
- Overtime as required.
- Working alone.
- Lifting or moving up to 25lbs may be required.

APPLICATION INSTRUCTIONS

Applications for this position will be accepted, in confidence, until **May 25, 2026 at 4 p.m.** Please clearly identify the position you are applying for and include the job title in the email subject line. Resumes and cover letters must be submitted as Word or PDF attachments only. Incomplete applications or submissions in other formats will not be considered.

Applications should be addressed to: Sonal Brahmhatt, CHRP, HR/Payroll Coordinator
225 Holditch Street, Suite 101, Sturgeon Falls, ON P2B 1T1
E-mail: HR@westnipissing.ca

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

The Municipality of West Nipissing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.