

We Are Currently Hiring!

SPECIAL EVENTS COORDINATOR

Full-Time Contract position

MAY 2025-SEPT 2025

\$18.15/Hour

Application Deadline:

APRIL 1ST, 2025

Please submit your resume and cover letter to:

Careers@northdundas.com

Reference # 0325



Reporting to the Recreation Supervisor, the Summer Events Coordinator is responsible for planning, organizing, and executing municipal programs and events throughout the summer. These include Meet Me on Main Street, Park Days, Movies Under the Stars, and various short programs at multiple locations across the municipality.

Key Responsibilities

- Plan, coordinate, and oversee summer events and programs.
- Schedule and host community programs at various municipal locations.
- Assist with event logistics, including setup, teardown, and on-site coordination.
- Provide excellent customer service and engage with community members.
- Support event and program registration processes.
- Perform other duties as assigned.

Qualifications

- Outgoing, creative, and professional with strong organizational skills.
- Ability to work independently and as part of a team.
- Must be at least 19 years old (preferred) to facilitate alcohol purchases for special events.
- Possess a valid G2 driver's license.
- Availability to work evenings and weekends as required.

We thank all applicants for their interest; only those selected for an interview will be contacted.

The Township of North Dundas is an Equal Opportunity Employer and will accommodate candidates throughout the hiring process upon request. Accessible formats are available by contacting the Township Office. Personal information is collected under the Municipal Freedom of Information and Protection of Privacy Act for employment assessment only.

Office address

📍 636 St. Lawrence St. Winchester

Official website

🌐 www.northdundas.com

phone Number

📞 613-774-2105