



Job Description

Job Title: Special Events Coordinator

Department: Engagement Team

Reports To: Executive Director

POSITION SUMMARY:

This is an exciting opportunity to exercise great organization, creative thinking, and business development skills. As an outgoing charismatic person, you will be a detailed orientated communicator that loves working individually and as a team. You are driven by deadlines and by results! Your job for the summer will include:

- Plan special events that bring together stakeholders from across Calgary (one to launch a membership benefits program and one on tactical urbanism).
 - Research and book appropriate venues, food, beverage, entertainment, etc.
 - Coordinate all event logistics from invite to evaluation
 - Work with Federation staff to develop key messages and marketing collateral to promote event(s)
- Develop a benefits of membership program for members
 - Assess the feasibility and type of business directory/card that would be most useful for members
 - Develop a marketing approach for businesses to “be part of it” and for community’s to leverage the benefits
 - Solicit businesses directly to ensure there is at least 10 business on board for the launch
 - Develop a stewardship program to keep the businesses engaged in the long term.
- Other responsibilities will be defined based on the strengths of the person hired.

Administrative responsibilities

- Update the database daily
- Prepare and provide summary reports as requested
- Take actions to minimize risks and maximize opportunities for the organization.
- Work with the Communications Coordinator to ensure brand elements are maintained

- Assist in all Federation events
- Other duties as required

Skills and Attributes:

- Organized and detailed focused
- Experience with event planning
- Experience with lead generation
- Strong communication skills with experience in developing marketing plans
- Design skills and experience with Adobe Photoshop, Illustrator, and InDesign an asset

Also considered an asset:

- Knowledge of WordPress, marketing automation software, and other web tools
- Experience using CRM and Marketing Automation software

QUALIFICATIONS:

- Education in Marketing, Communications, Event Planning, Urban Planning or related field; a Bachelor's Degree in these areas would be an asset

HOURS OF WORK:

8:30am to 5:00 p.m. Monday to Thursday – 9:00 a.m. to noon Fridays. Some evening and weekend work. This position starts asap and goes until August 24, 2022.

SALARY:

\$19.00 per hour – this is a summer student position funded through Summer Career Placement with the Government of Canada, as such you must be under 30 years of age and be returning to school in the fall.

HOW TO APPLY:

Send a resume and cover letter to:

Leslie Evans, Executive Director
leslie.evans@calgarycommunities.com

DEADLINE:

ASAP. Resumes will be vetted as received.