

Canyon Meadows Community Association

Position: Event Coordinator

The Event Coordinator will work under the supervision of the Hall Manager and assume responsibility for the creation, implementation and management of events, programs and community initiatives that further engage our community residents with the goal of increasing memberships and participation.

This is a contract hourly flexible position with an average expectation of 14 hours/week with an hourly rate of \$22. This role will be expected to attend a Planning meeting at the Canyon Meadows Community Centre office each Tuesday morning or afternoon, under the supervision of the Hall Manager. The length of this contract is one year with the potential for extension.

Role Responsibilities/Expectations

Event & Program Development/Support

- Identify events and programs that will be of interest to Canyon Meadows diverse population, ranging from children & families to youth, adults & seniors.
- Plan, create budget, organize, promote, schedule and coordinate events from start to finish on behalf of Canyon Meadows Community Association.
- Liaise with local businesses to create and foster strategic alliances and sponsorship opportunities.
- Work under the direction of the Hall Manager to support and ensure success and efficiency of ongoing events.

Communication Liaison

- Update CMCA's social media accounts with respect to events and programs.
- Update CMCA's website with respect to events and programs.
- Create content to be used for Canyon Meadows blog, monthly print newsletter and various emails.
- Create and maintain a database of Canyon Meadows volunteers and e-newsletter subscribers.
- Order additional signage pertaining to events as needed.
- Update bold sign at the CM Hall.

Volunteer Coordination

- Create and maintain a network of volunteers to assist with various CM events.
- Coordinate the planning of an annual volunteer appreciation event in conjunction with the Hall Manager.

Member of CMCA Team

- Liaise with CMCA Board of Directors and supply monthly reporting to update Board on position, feedback and costs of events.
- Attend monthly Board meetings.

Skills/Qualifications

- Highly organized
- Self-starter
- Creative
- Community-oriented
- Above average communication skills, both oral and written.
- Knowledge and comfort working with social media and web mediums

Preference will be given to residents of Canyon Meadows to maximize familiarity with the neighbourhood and the integration of community events.

Please submit a cover letter telling us about yourself and resume to CMCA Vice President Krista Kehoe at vicepresident@cmca.com by October 15, 2018. We thank all applicants for their interest but only those selected for any interview will be contacted.