



EMPLOYMENT OPPORTUNITY

The Village of Fundy-St. Martins is seeking applications for the position of **Program and Event Coordinator**. The role of the Program and Event Coordinator is to plan, promote, implement and evaluate community-based recreation/cultural programs and events within the Village of Fundy-St. Martins. Central to this role is managing community-use of municipal facilities. The role helps to strengthen the community's attractiveness to current residents, potential residents and visitors.

- This is a full-time (35 hrs/week), year-round position reporting to the Chief Administrative Officer.
- Candidates should note that the position will require evening and weekend work related to coordination of use of facilities and coordination of municipal programs and events.
- The position may be converted to an indeterminate position following successful completion of an initial 1-year contract.

Interested applicants are asked to submit:

1. A copy of their resume, including education and experience relevant to the position
2. A cover letter, describing how the candidate's experience and education would help them to work effectively in the role of Program and Event Coordinator with the Village of Fundy-St. Martins
3. Resumes and cover letters may be submitted by e-mail or in-person at the following address/location by **4:30pm on Thursday October 10, 2024;**
 - a. Email: info@fundystmartins.ca
 - b. In person or via mail:
Village of Fundy-St.Martins
73 Main Street
St. Martins, New Brunswick
E5R 1B4

POSITION DESCRIPTION

Duties and responsibilities:

- Program Planning
 - Conducts inventories and assessments of programming/event opportunities and recommends priorities
 - Identifies opportunities to create/support recreation and cultural programs and events for the enjoyment and benefit of residents and visitors to the community.
 - Develops programming/event budgets, identifies and applies for funding, aids Council decision-making regarding assigning resources to support community programs and events
 - Coordinates promotion to increase awareness and participation in programs and events
- Facilities Management
 - Collect input from residents regarding needs and designs for future infrastructure projects
 - Develops operating budgets for community facilities (projected revenues, expenditures)
 - Manages facility rentals including processing of rental agreements, collection of rental revenues, coordination of set-up, tear down and cleaning of facilities
 - Coordinates promotion to increase facility rental/revenue generation
- Collaborating and Communicating
 - Actively engages with local and regional partners to support collaboration and coordination of resources
 - Collaboration with local and regional partners to support infrastructure projects;
 - Provide Monthly progress reports to Council, project partners and stakeholders to promote transparency and awareness of program and service offerings and of their effectiveness.
 - Participate in quarterly meetings/reporting with project partners.

Skills and abilities:

- Highly organized and ability to work in a fast-paced environment
- Excellent oral and written communication skills
- Works independently, self-starting
- Proficient in word processing, database and presentation software (MS Word, Excel and Power Point)
- Experience working in recreation/cultural program and event planning
- Experience in managing projects and programs