

King is Hiring
Main Street Schomberg Event Coordinator (Contract)

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused on providing superior customer service, quality programs and services, progressive leadership, responsible management, and staff that is empowered to achieve personal and organizational excellence in the delivery of municipal services.

Reporting to the Manager of Economic Development, the Main Street Schomberg Event Coordinator is responsible for the following:

- Develop and work with businesses on Main Street Schomberg and Township Staff to organize Sidewalk Saturday Events (i.e. secure business participation, secure road closure for events, etc.).
- Attend Sidewalk Saturday events as event coordinator and primary point of contact
- Develop new food event with prix fixe menus, an online booking system, etc.
- Development of events would require alignment and coordination with the Schomberg Main Street Revitalization Strategy, the 65 Action Items and the Activation Plans.
- Secure performers and potentially sponsors for activation on Main Street and during events.
- Organize event details, images, etc. for marketing and communication purposes
- Develop detailed work plan and event schedule for future events (Sidewalk Saturdays and Food Events).
- Other duties as assigned.

The successful applicant will possess:

- Event organization/management experience (with examples)
- Strong verbal and written communication skills are essential
- Knowledge of communications, print production, social media tools, web development and graphic design.
- Excellent customer service skills with the ability to engage with members of the public and Township staff.
- Highly organized and efficient with the ability to deliver on deadlines
- Demonstrated ability in a variety of computer software programs, including but not limited to, Microsoft Office Suite Applications
- Ability to set goals, prioritize tasks to achieve quality results.
- Experience working in both a team environment as well as independently.
- Ability to handle confidential information.
- Available to work on evenings and weekends
- Valid class G driver's licence and reliable access to a vehicle is required.

Hourly wage range: \$29.08

This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy ADM-POL-163, COVID-19 Vaccination. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. To maintain ongoing fully vaccinated status, the successful candidate must also receive each dose/booster that may be required or recommended by Public Health. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

Qualified candidates are requested to forward their resume by **4:30PM on January 17, 2022** by:

Human Resources
2585 King Road, King City, Ontario, L7B 1A1
E-Mail: hr@king.ca

Please visit www.king.ca for full job posting. *We thank all applicants and advise that only those selected for an interview will be notified.*

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.