



**We are hiring an Event Coordinator!
Summer student position
with the Canada Summer Jobs Initiative (Age 18 to 30)**

We are searching for a talented and motivated **event coordinator** to organize outstanding and unforgettable events. You will be responsible for every part of event preparations, such as approving menus, developing seating plans, and evaluating success outcomes

As the event coordinator, you should be well-organized and possess a desire to work in event management. Excellent communication and attention to detail skills are vital in this role, as our success depends on meeting our guests tailored requirements.

Responsibilities:

- Identify the guests requirements and expectations
- Liaise with vendors, stakeholders during the event planning process to ensure everything is in order
- Manage all event set-up, tear down, and follow-up processes
- Maintain event budgets with assistance from the Executive Director
- Assess an event's overall planning and potential for success
- Organize volunteers for summer market and raffle ticket sales
- Support social media content for events

Requirements:

- Some experience as an event coordinator preferred but not required
- Well-organized with excellent multi-tasking abilities.
- Bachelor's degree in hospitality management or public relations is preferred but not required for the right candidate
- Strong communication and interpersonal skills

Job Type: Temporary, 30 hours per week, flexible hours and some weekends

Salary: \$22.00 per hour

Reports to: Executive Director

Start Date June 6/22 to Aug. 5/22

The Foundation provides equal employment opportunity to all employees and applicants for employment. The Foundation prohibits any discrimination against any employee or applicant on the basis of race, sex, creed, colour, religion, national or ethnic origin, citizenship status, political affiliation, age, disability, marital status, family responsibilities, or sexual orientation. This prohibition of discrimination includes all decisions affecting hiring, promotion, termination, compensation, or benefits.

COVID-19 considerations:

Work within the facility currently requires masking and screening. Vaccination required. We follow the hospital mandates on site and the Public Health policy off site as they change from time to time.

Please email your resume to: kimberley.payne@amgh.ca

Kimberley Payne, Executive Director

Alexandra Marine & General Hospital Foundation

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