

Community and Events Coordinator (Permanent, Full-Time) # 796

Closing Date: August 29, 2022

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

At Canada's Tournament Capital, we pride ourselves in hosting great events. We are seeking a dynamic, motivated, flexible, and experienced Event Coordinator to join our team. If you are passionate about event planning and enjoy working in a fun-filled, fast-paced environment in the beautiful City of Kamloops, please let us know you are interested by applying today! You would play a key role the coordination of events and programs such as Canada Day, Bike to Work Week, Music in the Park, and the International Busker's Festival, to name a few!

The successful candidate must have the following qualifications:

- Completion of senior secondary school or its equivalent.
- Completion of a post-secondary degree in Business Administration, Tourism, or a related discipline with a concentration in event management.
- Minimum one year of experience in event management.
- Valid Class 5 BC driver's licence.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check.

A comprehensive benefits package is included with this position.

Hourly Rate

\$ 36.48

Hours & Days of Work

Tuesday – Saturday:

8:30 am – 4:30 pm (winter),

8:00 am – 4:00 pm (summer).

The employer may alter the start time of any shift up to 10 times per month without incurring overtime.

The start time for all altered shifts would be no earlier than 6 am and the end time would be no later than 9 pm.

With the approval of their supervisor the Employee may also alter their shift.

*Please note that this is subject to agreement between the Employer and the Union.

Hours per Week

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 105 Seymour Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.