

<b>TOWN OF SOURIS</b>	-	<b>JOB DESCRIPTION</b>
<b>POSITION</b>	-	<b>“CENTENNIAL” EVENTS COORDINATOR (Temporary Position)</b>
<b>RESPONSIBLE TO</b>	-	<b>TOWN ADMINISTRATOR</b>

**Nature of Work:**

- This is a responsible position which involves strengthening the Town’s special events, in particular the planning and promotion of our 100<sup>th</sup> Anniversary Celebrations.
- The Centennial Events Co-coordinator is expected to function with a high degree of independence and to be committed to the goals and objectives of the Town.
- Our actual Anniversary date is November 14, 2010, however, we would like events and activities to be held throughout the year in celebration.

**Duties and Responsibilities:**

- Develop, organize, implement and promote events and activities in relation to our Centennial Celebrations;
- Assist Special Events Coordinator in the implementation of annual events hosted by the Town of Souris throughout the year such as Canada Day, Souris Sea Festival & Christmas Parade by incorporating Centennial Celebrations into the various events.
- Keep the Town Administrator aware of developments pertinent to the planning and promotion of events;
- Maintain good public relations with residents, media and community volunteer organizations;
- Bring together volunteers and committees for various events planned;
- Attend meetings of Council, committees and other organizations as requested by the Town Administrator;
- Complete funding applications as necessary;
- Solicit funds through sponsorship;
- Perform such other duties as may be assigned by the Town Administrator.

**Desirable Knowledge, Abilities and Skills:**

- Detailed knowledge and experience in planning and implementing events;
- Strong interpersonal and communication skills;
- Ability to delegate and supervise the work of summer students and volunteers;
- Ability to express ideas effectively, orally and in writing;
- Ability to develop and maintain effective working relationships with councilors, employees, other levels of government and the general public;
- Willingness to work days, evenings and/or weekends as necessary.

**Desirable Training and Experience:**

- Diploma or Certificate in the Events Planning field, or equivalent experience;
- Valid driver’s license and access to a vehicle; and
- Experience in general clerical duties would be an asset.

**Employment Duration:**

February 2010 – December 2010 (37.5 hrs per week)