



EVENT COORDINATOR

ANTICIPATED DURATION: July 17, 2023 - September 1, 2023

REMUNERATION: \$17.00 hourly (full time, flexible schedule)

JOB SUMMARY: Working collaboratively with the Organizing committee, the incumbent will assist in the planning, development and presentation of the 2023 Capital Ukrainian Festival.

REPORTING: Executive Director/President

RESPONSIBILITIES:

- Set up and take down of temporary structures, tents, and supplies,
- Assist with festival programming, which may include food, performer, and activity management,
- Assist with media management prior to and during the festival,
- Assist with the development of press releases, and coordinate promotional advertising opportunities,
- Use computer word processing and spreadsheet software to prepare reports and required documents,
- Assist with the development and implementing the festivals marketing plan,
- Adhere to various festival policies and guidelines,
- Completes other program duties, including the development and implementation of the Festival's Food Service and Hospitality Strategy, as needed.

SKILLS and QUALIFICATIONS REQUIRED:

- Excellent organizational and problem-solving skills,
- Background in Food Service, Catering, and Hospitality
- Works well under pressure, Self-motivated, Teamwork, Flexibility,

ELIGIBILITY:

- Be aged between 15 and 30 at the start of employment,
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, and
- Possess a valid Social Insurance Number and be legally permitted to work in Canada.