

Special Events and Communications Coordinator

Permanent, Full-time 35 hours per week

Department: Recreation and Health

Annual Salary: \$36,189 - \$42,623

Kapuskasing is the perfect place for those looking to settle in a beautiful Northern Ontario, affordable location, away from the fast pace of city life. It also offers most of the amenities of a larger urban center, but at a fraction of the cost. A very friendly, bilingual and welcoming community, Kapuskasing is a great place to raise a family and set down roots.

At the Town of Kapuskasing, we believe in living our values through teamwork, accountability, leadership and environmental sustainability. We offer a thriving and supportive workplace setting that promotes integrity, transparency, innovation and community building

Qualifications:

- Strong marketing abilities;
- Outstanding knowledge in project management;
- Superior communication skills in French and English, both written and oral;
- Ability to work with content management systems and various social media platforms;
- Capable of working in a fast-paced and evolving environment;
- Ability to multi-task;
- EDO Designation considered an asset;
- Computer knowledge of Microsoft Office products including Excel, Word and Power Point;
- Valid Ontario Driver's Licence;
- Minimum Grade 12 diploma.

While reporting to the Recreation Director, you will be responsible for:

- Provide leadership, support and coordinate projects and events (ie: Lumberjack Heritage Festival);
- Seek and undertake tourism initiatives;
- Prepare funding applications;
- Secure partnership and sponsorship opportunities and government grants;
- Supervise summer students and coordinate visitor information centre;
- Develop communication and marketing strategies;
- Prepare and attend committee meetings and conferences;
- Develop and implement special event training opportunities;
- Prepare analytical reports (ie: economic impact study, post event reports);
- Other duties as assigned.

If this describes your next career progression, please send your resume, including cover letter to:

Administration Office - Town of Kapuskasing

88 Riverside Dr. P5N 1B3

Fax: 705-337-1741

general@kapuskasing.ca - www.kapuskasing.ca/JobPostings

Competition closes at 4:30 pm on Monday February 11, 2019.

We thank all applicants for their interest, however, only those selected for interviews will be contacted.