Job Description

Working Title:	EVENT ASSISTANT
Position Type:	SEASONAL
FTE (ie: 1.0, 0.5):	1.0
Classification:	Choose an item.
Division:	PROGRAMS AND SERVICES
Department:	COMMUNITY AND PROTECTIVE SERVICES
Reports To:	**Event Coordinator**

☒	New Position
☐	Update of current position
☐	Significant changes (at least 50% of job has changed) – Job Evaluation required

SECTION 1: PURPOSE OF POSITION

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This position provides support to Town led special events and will assist with the coordination of the various aspects required to plan and provide events, including but not limited to, volunteer recruitment, scheduling and orientation, vendor recruitment, programming, promotion, evaluation, logistics, set up and tear down. This position reports to the Event Coordinator.

SECTION 2: KEY RESPONSIBILITIES

Time Percentage	Key Responsibility
50	Event Planning and Delivery • Demonstrates an understanding of event planning. • Using templates and tools, creates event plans and checklists to ensure all planning requirements for events are completed on time. • Is familiar with elements of event planning including safety, risk management, need assessments, alignment of organizational priorities and values, and evaluations. • Assist with site planning and logistics. • Able to work within allotted budgets and resources. • Able to complete a variety of tasks within limited timelines. • Provides recommendations and suggestions for event improvements and/or planning processes.
20	Relationship Building and Networking • Demonstrates respectful, professional communication skills, both verbal and written.

	• Demonstrates a high level of customer service when creating relationships with volunteers, vendors, performers and other stakeholders involved in event planning and implementation. • Works to establish and maintain positive relationships with volunteers, vendors, performers, staff, other stakeholders and members of the public.
15	Volunteer Management • Assist in the recruitment, training, scheduling and leading of volunteers. • Review and update volunteer descriptions and roles. • Ensures all documentation, orientation and training is completed, as required. • Liaise with volunteers and event stakeholders. • Solicit feedback from volunteers related to their experience.
15	Event Vendor Management • Assist in the identification, recruitment, scheduling and coordination of vendors for events. • Liaise with vendor and event stakeholders to ensure all requirements are received and completed prior to the event. • Create/Update vendor information related to requirements, permits, contact information, etc. • Solicit feedback from the vendors related to their experience.
	Other Duties • Understand and adhere to Town policies, procedures and core values, whether written or implied, as amended from time to time. • Contribute to a positive safety culture by acting in a safe manner at all times and complying with Town safety policies for staff and contractors. • Perform other duties as required.

SECTION 3: SUPERVISION OF OTHERS

Position Title	Direct	General
	☐	☐

SECTION 4: QUALIFICATIONS

Level of education and experience required:

- High School Diploma
- Currently enrolled in Post-Secondary Education, preferably in event management.

Required designations, licenses, Certificates required:

- Valid Class 5 Drivers License

Required Knowledge, Skills and Abilities:

- Knowledge of special event and volunteer management
- Customer Service Delivery
- Strong Event Planning and Organizing
- Leadership
- Effective communication
- Ability to anticipate project needs, discern work priorities, and meet deadlines with little supervision
- Ability to provide outstanding customer service
- Ability to build relationships with internal and external customers
- Problem solving and analytical ability

Software/Technology
• Intermediate level of Microsoft Office

PHYSICAL EFFORT	
☐	Routine office environment. Limited physical effort. A variety of typical office requirements such as sitting, standing and walking. Limited physical effort. Limited intense visual concentration is required. Infrequent physical effort (lifting, bending, etc); Infrequent peaks of concentration are necessary for short periods from time to time (e.g. several minutes up to half an hour) Interruptions or distractions occur occasionally, but do not interfere with completion of quality of work as the nature of the work is highly repetitive and routine
☒	Moderate physical effort, requires occasional lifting, bending, standing, climbing ladders, etc. Requires extended periods of standing or moving. Manual dexterity can include handling of items or tools of various sizes, sorting or manipulating small parts or materials or tools, where the pace of work can largely be controlled. Intense visual concentration is greater than 50% of the time. Moderate peaks of concentration (e.g. up to half day) are a typical, with some ability to control this by taking breaks from the task. Interruptions or distractions occur frequently and sometimes interfere with output quality or timeliness. Time pressures with the job are noticeable, but are not frequent or significant. May perform a moderate level of heavy physical activities (pulling, lifting, pushing heavy or awkward objects, etc). May require some specialized training and/or use of safety equipment.
☐	Regular, frequent or sustained and considerable physical effort tis required with limited opportunities to rest except at scheduled breaks. May require a degree of major physical effort over an extended period of time. Requires frequent or regular considerable moving, standing or heavy physical activities (e.g. lifting, moving, or pulling heavy awkward objects on a regular basis). Typically requires some specialized training (certifications, etc) and/or use of safety equipment. May also require personal protective equipment. Regular, frequent or sustained, and substantial peaks of concentration are a typical throughout the day. It may not be possible to take breaks from tasks due to time pressures and deadlines that often oblige continuation until task completed. Interruptions and distractions occur frequently, and often to significantly interfere with the ability to complete the task correctly/in timely manner and consistently.
WORK ENVIRONMENT	
☐	Routine office environment. Limited exposure to disagreeable aspects such as noise, heat/cold, dust, fumes, etc
☒	Moderate exposure to disagreeable aspects of the work environment. The job may require occasional exposure, but is limited in terms of frequency, severity, and/or duration. May require some specialized training, and/or use of safety equipment.
☐	Considerable, frequent or ongoing exposure to disagreeable aspects of the work environment. The job requires regular exposure in terms of frequency, severity, and/or duration. Typically requires some specialized training (certifications, etc), and/or use of safety equipment. May also require personal protective equipment.