

Town of Gander
Employment Opportunity
Special Events Planners

The Town of Gander has six (6) openings for the positions of Special Events Planners. These officers will work on various special events and activities scheduled for Gander during the year 2008. Work will start in June.

Duties:

Special Event Planners will be responsible for (but not limited to) the organization, co-ordination and delivery of a number of special events planned for Gander. These special events include the Town of Gander's 50th Anniversary Celebrations, the Festival of Flight, Targa Road Rally and several other sporting events and conferences planned for the Gander Community Centre.

It will be the responsibility of the Program Officers to ensure all events are well organized, well advertised and properly delivered to the general public.

Education & Qualifications:

Strong oral and written skills, and a demonstrated ability to deal effectively with the general public, groups and organizations. A working knowledge of various computer programs ie. Corel Word Perfect is essential. Ideal candidates will be energetic and enjoy working in a team setting.

Salary & Eligibility:

Candidates must be EI Eligible. Salary is \$435 per week and the project is scheduled for six positions for 28 weeks. **(This is not insurable employment)**. Candidates must be available to start immediately upon selection. Candidates will be required to work flexible hours on some events and hold a valid driver's license. Successful candidates will work at the Gander Community Centre and report to the Event Coordinator.

Please submit detailed resume by Friday, June 27, 2008 **(Still awaiting approval from Service Canada)**.

The Town of Gander
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