

EMPLOYMENT OPPORTUNITY

Special Events Program Officers

The Town of Gander has openings for the positions of Special Events Program Officers. These officers will work on various special events and activities scheduled for Gander during the year 2006. Work will start in early June.

Duties:

Special Event Program Officers 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 Festival of Flight, Targa Road Rally, Don Bartlett Curling Classic 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 9 is essential. Ideal candidates will be energetic and enjoy working in a team setting.

Salary & Eligibility:

Candidates must be EI Eligible. Salary is \$380 per week and the project is scheduled for 18 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 Supervisor of Tourism and Marketing.

Please submit detailed resume by Tuesday, May 23, 2006 @ 4:00 p.m. (**Still awaiting approval from Service Canada**).

The Town of Gander
P.O. Box 280
Gander, NL A1V 1W6
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or by fax to: 256-5809 or email: bhefford@gandercanada.com