



**TOWN OF GANDER**  
**Community Events Coordinator**  
**Competition # TOG2023-022**

The Town of Gander is currently accepting applications for a permanent full-time Community Events Coordinator with the Community Services Department.

**POSITION OVERVIEW**

The Community Events Coordinator is responsible for the development of recreation and leisure programs which meet the needs and expectations of residents both from a socio-economic and demographic perspective.

**DUTIES & RESPONSIBILITIES**

Plan and implement recreational, leisure and cultural programs to ensure that activities and events are available for all residents; Encourage and promote a healthy lifestyle among residents and staff; Liaison with community groups through facilitation of meetings with user groups and stakeholders; Solicit and secure financial sponsorship in support of community events; Prepare proposals and applications for federal, provincial and private sector funding; Research, investigate and evaluate global recreational and leisure trends for the purposes of creating new and innovative community programs; Establish performance benchmarks to measure the effectiveness of existing programs and make recommendations for areas of improvement; Provide quarterly reports on the performance of existing programs; Prepare critical path, program evaluation and activity summary reports; Prepare an annual recreations and leisure programming plan including budgets and staffing requirements; Helps prepare agenda for Community Services Committee along with the subsequent minutes ensuring follow up on respective action items; Schedule, lead & supervise activities, facilities and volunteers as required; Supervise summer and work term students; Works with and supports other Community Services staff in achieving the mandate of the department; Maintain social media pages and content (Facebook, YouTube etc.) by developing, editing and uploading content; Performs clerical duties such as answering telephone calls, faxing, photocopying and responding to inquiries and complaints; Responds to work groups, supervisors and the public in a polite, informative, caring and effective manner; Adheres to all Occupational Health & Safety policies, regulations and compliances; Performs other related duties as assigned.

**WORKING CONDITIONS**

Travel may be required; Work outside in all types of weather conditions; Overtime (long and odd hours) as required; Lifting or moving up to 50lbs may be required; Expect a busy, noisy and stressful environment.

**REQUIRED QUALIFICATIONS**

Graduate from a recognized post-secondary institution with education in recreation or related fields; A minimum of three (3) years' experience in Community Recreation; A combination of experience and education may be considered Proficiency in Microsoft Office 365; Must have valid Class 5 Newfoundland and Labrador driver's license; Clear certificates of conduct including a RCMP Criminal Record Check and a Provincial Court Check, is a condition of employment; Must be bondable; Must be available to work flexible hours on some events; Experience with Website content management tools is required; Experience overseeing social media presence; Must have good knowledge of occupational health and safety practices; Strong written and oral communication skills; Excellent organization and time management skills; The ability to deal effectively with the general public, groups, and organizations; Ideal candidates will be energetic and enjoy working in a team setting.

**SALARY:** \$30.29-\$35.32/ hour; 70 hours bi-weekly

Interested and qualified applicants are invited to submit their resume and cover letter on or before Sunday, September 17, 2023, to the attention of:

Human Resources  
Town of Gander  
100 Elizabeth Drive  
Gander, NL, A1V 1G7

Email: [humanresources@gandercanada.com](mailto:humanresources@gandercanada.com)

Please note: The Town of Gander appreciates all applicants for their interest, however, only individuals selected for interviews will be contacted.