



**TOWN OF GANDER**  
**PERMANENT SEASONAL SPECIAL EVENT PLANNER POSITION (Approx 24 weeks)**  
**Competition # TOG2024-005**

The Town of Gander is currently accepting applications for a permanent Seasonal Special Event Planner position within the Community Services Department.

**POSITION IDENTIFICATION**

The Special Event Planner works closely with the Special Events Coordinator to ensure the organization, coordination, and delivery of several special events planned for Gander. This position is responsible for the overall success of all special events they are assigned.

**MAJOR DUTIES & RESPONSIBILITIES**

Organizes, coordinates, and delivers events as assigned by Special Event Coordinator; Research, develop and implement new events ideas; Ensures all events assigned are well organized, well-advertised, and properly delivered to the general public; Attend special event planning and marketing training sessions; Prepare and implement critical paths for each event; Prepare promotional material for conventions and sporting events; Works with other staff in the department to execute events; Liaise with community groups and provincial organizations to assist with event planning; Prepare final evaluation reports for all events worked on and make recommendations to improve the event; Adheres to all Occupational Health & Safety policies, regulations, and compliances; Responds to work groups, supervisors, and the public in a polite, informative, caring, and effective manner; Perform other duties as required.

**WORKING CONDITIONS**

Travel required; Manual dexterity required to use desktop computer and peripherals; Overtime as required; Lifting or moving up to 50lbs may be required; Work both indoors and outdoors; Can be highly stressful.

**EDUCATION & TRAINING**

A graduate from a post-secondary educational program in Event Planning or a related field; A combination of experience and education may be considered; Proficiency in Microsoft Office 365; Experience with graphic design software would be an asset; Must have valid Class 5 Newfoundland and Labrador driver's license; Must have a valid Canadian Passport, as national and international travel is required; 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; Previous experience in event planning would be considered an asset; 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; Energetic and highly motivated individual who enjoys working in a team setting; Demonstrated ability to exercise significant discretion and sensitivity.

**SALARY:** Non-Unionized position - \$22.40/hour – 35 hours/week

Interested and qualified applicants are invited to submit their **cover letter and resume** on or before  
Sunday, April 7, 2024, 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.