



TOWNSHIP OF WHITE RIVER

We are currently seeking qualified candidates for the following position

CULTURE and TOURISM COMMUNITY COORDINATOR (Full -Time 35 hours per week Collective Agreement Position)

The Culture and Tourism Community Coordinator assumes all aspects of the events and Festivals of the Township. The Culture and Tourism Community Coordinator (Sec II) must comply with municipal by-laws, policies, and procedures.

The Culture and Tourism Community Coordinator (Sec II) is responsible for all logistics including permitting, contact lists, programming of Municipal Celebrations including the maintaining of records and files for the Municipality.

The Culture and Tourism Community Coordinator must have a positive energy, be creative, be flexible and have fluency in technology. This position is subject to peak periods, deadlines, and frequent interruptions.

The Culture and Tourism Community Coordinator.

The Township of White River is looking for a creative, energetic, personable, and organized individual to fill the role of Culture and Tourism Community Coordinator.

REQUIRED SKILLS:

Excellent communication skills including writing, proof reading and verbal demonstrating professionalism; Excellent planning, organizational, time management, communication and self-motivation skills; Superior computer skills including office, zoom, google drive, drop box and other web platforms or social media software and other software applications; Dealing with complaints and criticisms from the public, Experience managing others; Detail oriented with ability to multi-task in a fast-paced environment, Physical stamina to work long hours periodically with the abilities to set boundaries and delegate tasks as required, Prioritize the importance of Confidentiality, Accuracy and attention to detail, Knowledge of social networking tools and methods, Ability to accomplish projects with little supervision.

QUALIFICATIONS:

Completion of post-secondary degree/diploma in Event Management, Cultural Management, Arts Administration, related program or related experience; Special Events and project planning experience. Organization skills Previous Municipal and/or office administration experience is an asset; Financial Experience is an asset, Bilingualism is an asset, Valid g license is an asset, At least one year experience office administration management, marketing experience, special event and festival coordination

Interested candidates are required to submit **a cover letter, a resume and an employment application** no later than Thursday, March 30, 2023 at 1:00 pm to:

Township of White River, 102 Durham Street, PO Box 307, White River, Ontario P0M 3G0

Email: cao@whiteriver.ca or via fax to 807 822 2719. Telephone: 807 – 822 - 2450

For more information or to receive a copy of the job description please contact the municipal office or visit the township website <https://www.whiteriver.ca/>

We thank all applicants for their interest but only those selected for an interview will be contacted.

The Township of White River is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Township of White River is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used solely to determine eligibility for potential employment.