



THE MUNICIPALITY OF THE COUNTY OF RICHMOND
LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

- OPEN TO: Any youth between 16 – 30 years old
- POSITION: **Special Events Coordinator (2 position available)**
- LOCATION: Multiple locations throughout Richmond County
- SALARY: \$17.00/hour - 35 hours per week – 10 weeks
June 22 – August 30

RESPONSIBILITIES:

The Special Events Coordinator will report to the staff of the Recreation Department and will be asked to:

- Organize, plan and coordinate special events for the youth and adults of Richmond County while maintaining social distancing guidelines and gathering restrictions
- Contact volunteers needed to ensure that all special events run smoothly
- Advertise for all the special events that are held throughout the summer through different types of media outlets
- Write reports at the conclusion of each event
- Coordinate necessary payments for any part time staff
- Other responsibilities as designated by the staff of the Recreation Department

REQUIREMENTS:

- Strong organization and communication skills
- Able to work flexible hours
- Able to work under minimal supervision
- WHMIS/OHS certificates *

* If an applicant does not have these certificates/training, the Recreation Department will provide the successful candidate with the training.

Please send your resume and cover letter to Ronalda Boudreau at rboudreau@richmondcounty.ca

Deadline to apply is Thursday, May 8 at 2:00 pm.