



NOTICE OF VACANCY

The Corporation of the Town of Bracebridge
Planning and Development Department
BIA – DOWNTOWN CASUAL EVENTS COORDINATOR

Come join us! Be part of an enterprising team that's proud to support a vibrant, healthy, safe and caring community. We are seeking a well-qualified, dedicated, and enthusiastic and customer service focused applicant for the position of:

**BIA – DOWNTOWN EVENTS COORDINATOR
CASUAL – 6 MONTH CONTRACT**

The Bracebridge Business Improvement Area (BIA) has been building a vibrant and prosperous business community. Now made up of over 200 diverse businesses, the Bracebridge BIA continues to grow and we are looking for a dynamic individual to join our team on a casual part time basis. If you are looking to gain experience in the event planning industry or looking to make a difference in your community then we are interested in hearing from you.

The Downtown Events Coordinator will work directly with the BIA's Administrative Coordinator and the primary focus will be assisting with planning, executing and evaluating BIA events and promotions which will include Father's Day Car Show, Canada Day Celebrations, Midnight Madness, Santa's Festival of Lights and Shopping Party and Fire and Ice Festival. The incumbent will also be responsible for communicating information and providing promotional materials to its membership. This position will also assist with administrative duties in the BIA Office, which will include social media updates, media releases and compiling members' data.

The successful candidate must demonstrate initiative and be self-motivated, organized, and high energy. Candidates must have sound organizational and analytical skills; excellent verbal and written communication skills; excellent computer skills including Microsoft Office; the ability to work independently; the ability to deal with the public in a friendly, courteous and effective manner; the ability to work with diverse groups; and have a valid Class "G" driver's license in good standing, a current driver's abstract, access to a reliable vehicle, and a current Criminal Reference Check. This position will be a six-month contract with an option to extend. Total hours of the contract will be 160 hours and will include some evenings and weekends. Candidates must be flexible and be able to work all downtown events.

Starting Wage: \$15.00 PER HOUR

Please submit your application, including covering letter and resume, by June 24, 2018 to:

The Bracebridge BIA
Attention: Tracy Larkman
35A Manitoba Street, Bracebridge, ON
E-Mail: visit@downtownbracebridge.com

We thank all who apply, however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Act 2001, c.25 and will be used to determine employment eligibility. The Bracebridge Business Improvement Area is an Equal Opportunity Employer and is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Questions regarding collection of information or accommodation should be directed to the Bracebridge BIA at (705)-646-5590.