

Job Vacancy

Special Events Coordinator – Recreation, Tourism & Culture

CUPE Local 3864 Salary Scale Step 8/9: \$2,889.14 - \$3,810.05 bi-weekly plus Benefits Spending Allowance

Requirements

- Graduation from a recognized College or University with related work experience or an equivalent combination of relevant experience will also be considered.
- Related work experience should include event planning and execution.
- Experience and expertise with Microsoft OfficeSuite (Word, Outlook, TEAMS, Sharepoint, Planner, and Excel)
- Strong customer service skills
- Ability to plan, coordinate, implement and evaluate projects
- Attention to detail is essential.
- Valid Class V driver's license
- Ability to speak in both Official Languages (English and French) is considered an asset

Send your resume to

HR@fredericton.ca

**before May 5, 2025, 2025
at 4:30 p.m. AST**



Job Vacancy

Special Events Coordinator – Recreation, Tourism & Culture

The City of Fredericton believes in building authentic connections with our community. We're looking for a dedicated and engaged Special Events Coordinator to join our dynamic team. The Special Events Coordinator will facilitate the special event application process working as part of the Recreation & Culture team. They will work closely with industry partners and community stakeholders to encourage and facilitate special events in the city. The Special Events Coordinator will assist event organizers throughout the special event application process to ensure that events are executed to align with the municipality's goals and vision. They will also work directly with Tourism & Events Division as well as the Garrison Programming Coordinator on events in the Garrison District including, but not limited to Canada Day & the Garrison Night Market.

What You'll Do:

- Provide coordinated access to municipal services and resources, through the special events application process, to individuals, groups and organizations that plan and deliver special events within the City of Fredericton.
- Meet all time sensitive deadlines for report submissions and follow-up with applicants in a consistent and timely manner.
- Respond to inquiries from the public and municipal staff, serving as a single point of contact for internal and external users of City of Fredericton special event services.
- Collaborate with a strong internal working team.
- Oversee the coordinated provision of municipal equipment and infrastructure.
- Maintain the Special Events calendar
- Preparing and delivering written correspondence, administrative reports, and presentation
- Exercise considerable independent judgement, initiative, creativity, and be able to effectively manage the public and community stakeholders in a professional, courteous and tactful manner.
- Managing other programs or services of the department may also be required.
- Weekend and evening, irregular hours and overtime are required on occasion.
- Other duties as required.

What You Bring:

- An ability to effectively and efficiently manage time, workload, and resources to accomplish assigned tasks successfully.
- Reasoning and critical thinking to help solve problems, achieve assigned tasks, collaborate, set goals, and meet deadlines.
- An ability to respond to changing circumstances and situations by being flexible and innovative, willing to learn new skills as required, and altering behavior to adapt to different situations.
- An ability to respond to all circumstances and remain calm in stressful situations.
- Can maintain positive working relationships and develop rapport with others. Can communicate clearly and effectively with people inside and outside of the organization.
- Can generate creative approaches to addressing problems and opportunities. Solve difficult problems through careful and systematic evaluation of information, possible alternatives, and consequences. Consider many sources of information and works through situations to come to workable solutions.
- An ability to maintain positive working relationships and develop rapport with others. Communicates clearly and effectively with people inside and outside of the organization.
- Can take responsibility for actions and makes decisions that are consistent with ethical standards. Takes responsibility and ownership for decisions, actions, and results. Accountable for both how and what is accomplished.

Perks:

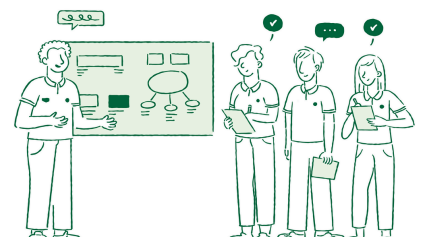
- Bi-weekly benefit spending allowance of \$275.00 - \$295.08.
- Comprehensive benefits package including Health, Dental and Pension plans.
- A chance to make a tangible difference in the lives of residents and in the organization.

How to apply:

Email your resume and cover letter to HR@fredericton.ca on or before
May 5, 2025 at 4:30 p.m. AST.

The City of Fredericton is an equal opportunity employer.

Only those applicants selected for further consideration will be contacted.



Fredericton



**WHERE CAREERS &
COMMUNITY FLOURISH**

