



**TOWN OF ANNAPOLIS ROYAL
STUDENT EMPLOYMENT OPPORTUNITY
EVENTS COORDINATOR**

For more information please visit: <https://annapolisroyal.com/town-hall/employment-opportunities/>

The deadline for applications is Friday May 24 at 4:00 pm AST.

EVENTS COORDINATOR

The Town of Annapolis Royal is looking to hire an Events Coordinator for the upcoming community events to be held this summer.

The Events Coordinator will be under direction of the Active Living & Recreation Coordinator and will be responsible for the planning, organizing and implementation of community events, initiatives, and recreation opportunities during the summer. The events are cultural, recreational, and economic based. The Events Coordinator will also assist with other projects and tasks at Town Hall as needed such as administrative duties, including updating and improving an online database of events, programs, and facilities, promotion design material, and with social media promotions. Will be required to work nights and weekends.

Qualifications:

- Currently enrolled in a post-secondary institution
- Excellent communication skills (written and oral)
- Self-starter with superb time-management skills
- Excellent organizational skills
- Intermediate computer skills, including Outlook, data entry, Excel, and Word

Dates: 8-week contract, to commence July 2, 2024

Salary: \$15.20 hr + 4% vacation pay

Location: Annapolis Royal Town Hall/Community Hub Gym

Applications will be accepted until Friday, May 24, 2024 at 4:00 pm and may be submitted in person or by email to:

Attention: Sandi Millett-Campbell - Town of Annapolis Royal
P. O. Box 310
285 St. George Street
Annapolis Royal, NS B0S 1A0
Email: cao@annapolisroyal.com