



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

The deadline for applications is Friday May 9, 2025 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 June 30, 2025

Salary: \$16 hr + 4% vacation pay

Location: Annapolis Royal Town Hall/Community Hub Gym

Applications will be accepted until Friday, May 9, 2025 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](mailto:cao@annapolisroyal.com)