



## **City of Morden**

### **Events Coordinator**

Are you an energetic, self-motivated professional with an interest in coordinating events for Morden's Community Services Department? The City of Morden is seeking to fill the full-time permanent role of Events Coordinator.

Responsibilities of the position include:

- Plan, direct and oversee facility events and rental agreements of the Community Services Department for Catering, Conferences, and Meetings
- Oversee operation of the Beach Office and Campground
- Assist with developing annual business plan/budget for events at the Access Event Centre, Beach and Campground
- Oversee preparation of promotional material
- Ensure Provincial guidelines and standards are met with respect to Food Service, Public Safety and Campground operations

The preferred candidate will have the following qualifications:

- Superior public relations and communication skills, demonstrated by an outgoing and positive approach with staff, clients and residents
- Post-secondary education in relevant area of study i.e. Recreation or Business or equivalent combination of education/experience
- Experience in administration/financial management and supervision of staff
- Demonstrated professionalism in oral and written communication skills
- Proven planning, organizational and problem solving skills along with a high level of energy and enthusiasm
- Valid Class 5 Manitoba Driver's License
- Flexibility to oversee major events during non-business hours as required

City of Morden has a compensation schedule in place together with a full benefits package. Starting salary is dependent on qualifications and experience of the individual. Interested applicants are invited to submit resumes to:

**Human Resources Officer  
City of Morden  
100-195 Stephen Street  
Morden, Manitoba R6M 1V3  
mneufeld@mordenmb.com**

*We thank all for applying, but only those receiving an interview will be contacted. Position will remain open until filled. A condition of employment is agreement by the applicant to disclose criminal record information to the City of Morden.*