



## **INTERNAL/EXTERNAL POSTING**

### **Communications and Events Coordinator**

BGC Niagara is seeking candidates to carry out the duties of the Communications and Events Coordinator.

#### Position Overview:

The Communications and Events Coordinator is responsible for the support of communications and events activities. The position is accountable to the Community Engagement Manager.

#### Terms of Employment:

- \$18.18-19.18/hr. (Permanent part-time hourly 30-35 hours per week)
- Completion of mandatory health and safety training and other paid employee training
- Occasional evening and weekend availability required

#### Qualifications:

The successful candidate requires the following:

- Current Police Clearance with Vulnerable Sector Screen that is obtained within the last 6 months (Note: there is currently a 6-8 week delay in processing with the Niagara Regional Police).
- Diploma/Degree in public relations, event management or related field program.
- Must have valid driver's license and access to a reliable vehicle.

#### Duties and Responsibilities:

Deliverables include but are not exclusive to:

- Coordinate the procurement, storage and inventory of event equipment and supplies;
- Assist in the delivery of event programs as required;
- Support third-party events as required;
- Provide event support to managers (program events) as required;
- Provide support in drafting and posting social media content;
- Make updates to the website as directed;
- Other tasks, as assigned.

Interested candidates should apply by sending a cover letter and resume to [employment@bgcn.ca](mailto:employment@bgcn.ca) by January 29, 2023.

BGC Niagara is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please



advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.