

TOWNSHIP OF WHITE RIVER

We are currently seeking qualified candidates for the following position:

1 Full-Time Festival Coordinator Contract

The Township of White River is seeking a Temporary Full-time (35 hours) Festival Coordinator Contract with an unknown exit date. To plan, organize and execute the Festival, Carnival, Celebration on behalf of the Township. Winnie's Hometown Festival is the major annual Festival that is scheduled August 2025.

Responsibilities include:

- Planning, organizing and executing the festivals, carnivals, celebrations and anniversary milestones of the Municipality;
- Responsibilities include operations management, fundraising, marketing and public relations;
- Responsibilities contracting, administration, event coordination and scheduling
- Maintaining township website and social media
- Maintaining records and files.
- Providing Customer Services as required including answering telephone and email requests, directing calls and responding to inquiries.
- Planning for, organizing and carrying out the plans for the Winnie's Hometown Festival
- Directing students assigned in Festival positions.
- Other tasks as assigned.

Requirements:

- Excellent written and verbal skills.
- Excellent time management skills, highly organized and self-motivated.
- Must have a strong knowledge of all Microsoft Office Products and Photoshop or similar program to create Festival advertising, posters, pamphlets, etc.
- Ability to learn and use other community programs as needed.

Interested applicants must submit a cover letter and resume by 3:30 p.m. on April 11, 2025, to:

Township of White River, 102 Durham Street, P.O. Box 307, White River, ON P0M 3G0

Email: cao@whiteriver.ca or via fax to (807) 822-2719 For more information call (807) 822-2450 x. 206

We thank all applicants for their interest but only those selected for an interview will be contacted. All applications received will be held strictly confidential.

The Township of White River is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Township of White River is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.