

Part Time Events Coordinator

The Livingston Homeowners Association (LHOA), is a non-profit organization, which is professionally managed and maintained to ensure Livingston community features, amenities and The Hub facility will continue to be both esthetically pleasing and conveniently available for the long term use of its residents. The LHOA also offers many sports, fitness, and recreation programs for all age groups, throughout the year.

The Part Time Events Coordinator role will be to provide innovative and creative events for The Hub and its amenities.

Reports to: General Manager & Program

Responsibilities:

- Research, develop, plan, implement and evaluate community events that meet the needs of the community
- Community engagement to guide event planning
- Schedule appropriate rooms and times for special events
- Obtain feedback from participants of events
- Keep all staff updated on the status of events and any set up/takedown requirements
- Ensure there is sufficient equipment in safe, working order for events
- Purchase supplies and equipment as needed for events, as approved by GM
- Recruit and manage volunteers for events
- Address relevant questions, comments, and concerns of residents in a timely manner
- Work within the events budgets, providing expected incomes and expenses monthly
- Fundraising/Sponsorship recruitment and partnership development;
- Write, edit, and produce the calendar/brochure of events and activities for distribution to the residents
- Maintain the website and social media accounts for the Association along with the Program & Events Coordinator & General Manager
- Respond to on-call inquiries in an appropriate and efficient manner
- Provide exceptional customer experience
- Role model for and compliant with LHOA's Health & Safety Program
- Other duties as assigned.

Qualifications:

- Post-secondary education in Recreational Administration, Physical Education, Sports Administration, or related program
- Two (2) years' experience in overseeing social, cultural, recreational programming and/or large scale events
- Good communication and computer skills
- Outstanding customer service skills
- Ability to manage multiple tasks and projects
- Thoroughness and careful attention to detail
- Good oral and written communication
- Excellent team player and ability to work in a dynamic office environment
- Must be a reliable self-starter, able to make decisions and function with minimum supervision
- Current Standard First Aid with CPR Certificate
- Successful completion of a criminal record check

Compensation: Compensation to commensurate with experience. This is a part time position (20hrs a week), mostly evenings and weekends. Interested applicants are invited to forward their cover letter and resume to gm@livingstonhub.ca. We appreciate all interested parties, only successful applicants will be contacted.