

**REVISED JOB DESCRIPTION**  
**(TERM, DEADLINE AND START DATE REVISED)**  
**SPECIAL EVENTS CO-ORDINATOR**  
**Date of Posting: May 6, 2019**

**POSITION TITLE:** Special Events Co-Ordinator

**EMPLOYER:** Mulgrave and area revitalization association (MARA)

**HOURS:** 35 hours per week

**DESIGNATION:** Full time for 8 weeks

**ANTICIPATED START DATE:** June 3, 2019

**DEADLINE TO APPLY:** MAY 27, 2019

**REPORTING TO:** Association Member: Heather Brennan

**REMUNERATION:** \$11.55 per hour

**SCOPE:**

This position of Special Events Co-Ordinator has responsibility for the research, planning and development of physical, social, and cultural opportunities, activities and events for the Town of Mulgrave former Education Centre. This may include program development and delivery, promotion; community liaison activities and preparation of financial projections for projects and initiatives under consideration.

**SPECIFIC DUTIES:**

The following is a general outline of the duties and responsibilities of the Special Events Co-Ordinator. The listing is not intended to be all-inclusive nor to limit the employee's initiative to expand his/her function beyond this scope.

- Research, develop, plan and assist with fund raising initiatives
- Prepares and submits grant applications, proposals and applications for the former Mulgrave Education Centre and related activities and projects.
- Remains aware of risk and liability issues within the scope of planned activities
- Ensures effective, efficient, and fair use of all equipment, buildings and facilities that are utilized for the purposes of job duties.
- Coordinates, facilitates and provides administrative support for Mulgrave and area revitalization association (MARA).
- May be required to recruit volunteers.
- Prepares monthly reports (and more frequent reports as required) on the progress of projects and initiatives.
- Performs such other duties and responsibilities from time to time as are assigned supervisor.