

# Special Events Assistant

**Employer:** Rotary Club of Sault Ste. Marie

**Posted:** 1 months ago

**ES Job ID:** 15478

**Sector(s):** Customer Service, Sales & Marketing

**Salary:** 17.55

**Closing Date:** May 07, 2024

**Location:** Sault Ste. Marie

**Duration:** Full Time , Temporary

## Job Description:

Position Start Date: May 27, 2024

Duration: Approx. 9 weeks @ 35 hours/week

The Rotary Club of Sault Ste. Marie is hiring a Special Events Assistant to help plan and execute the Tenaris PlayZone and Miracle Mile Colour Blast at this year's ROTARYFEST, The Sault's Summer Festival! You will work closely with Rotarians, volunteers, and fellow staff to make these events a success.

### Responsibilities:

- Plan and coordinate activities for the Tenaris PlayZone
- Plan and coordinate the Miracle Mile ColourBlast
- Assist with volunteer management as required
- Help facilitate the 101st Annual Rotary Community Day Parade
- Contribute to the overall success of ROTARYFEST

You will see the events through from start to finish, including overseeing your events during ROTARYFEST weekend, July 18-20, 2024.

The festival is Rotary's way of saying \"Thank You\" to our community for supporting our Rotary community and youth projects throughout the year.

This position will provide good experience for someone getting into the non-profit sector, events management, fundraising, project management, marketing, or administration.

## Required Skills:

We are looking for someone with strong organizational skills, excellent communication skills, a love for problem solving and a positive attitude. You should be proficient in Microsoft Word and Excel, and comfortable learning new skills. You will need regular access to a vehicle and a valid driver's licence.

### Other beneficial attributes:

- Amiable and confident around other people
- Detail-oriented
- Independent worker
- Ability to handle multiple tasks in a fast-paced environment
- Experience in a leadership role is an asset
- Past volunteer or work experience at a festival

You must be available during the week of the festival (July 14-20) and available occasionally on weekends/evenings. Our regular hours are Monday to Friday, 9am to 5pm.

**How to Apply:**

Please send a cover letter and resumé to [nilah@rotarysault.com](mailto:nilah@rotarysault.com). Applications will be received and considered until a candidate is hired. Must be no more than 30 years old at the beginning of employment period (due to grant funding).