

# Event Coordinator

**Employer:** Downtown Association Sault Ste. Marie  
**Posted:** 4 weeks ago  
**ES Job ID:** 15487  
**Sector(s):** Food & Hospitality, Customer Service, Other  
**Salary:** 16.55

**Closing Date:** May 14, 2024  
**Location:** Sault Ste. Marie  
**Duration:** Seasonal

## Job Description:

### Event Coordinator

The Downtown Association is a Business Improvement Area that operates in Sault Ste. Marie on Queen St. between Pim St. and Dennis St. The organization represents over 200 businesses and property owners. The Association works to promote economic development in the area, with initiatives that include improving public spaces, beautifying the streetscape, coordinating events, and marketing the area and our members.

### SUMMARY

The Downtown Association is looking for an Events Coordinator to assist with operational management of our summer events, as well as coordinating on-going and event-specific marketing strategies with the Executive Director and Events committee.

### DUTIES AND RESPONSIBILITIES

Assist in the operational management of our events, including set up and tear down.

Serve as contact for performers, third-party vendors, and member businesses.

Work with member businesses and partners to get them involved and engaged in our events, as well as learning about and cross-promoting their events.

Recruit, organize and manage event volunteers.

Assist with the Association's and their partner's events on the day.

Coordinate social media postings to improve awareness of our events, and fostering a positive perception of the Downtown Association.

Research and prepare reports on events being conducted by other organizations around the Province and Country.

This position is funded in part by the Government of Canada's Canada Summer Jobs Program, and therefore, to be eligible to apply the candidate must:

Be between the ages of 15 and 30 years of age (inclusive) at the start of employment.

Be a Canadian citizen, a permanent resident, or a person on whom refugee protection has been conferred under the Immigration and Refugee protection act, and;

Be legally entitled to work according to relevant provincial/territorial legislation and regulations.

This job will run for 8 weeks beginning on June 3 through July 26 for 35hrs a week. This job will require a flexible schedule as well as office and on-site work.

## Required Skills:

Post-secondary education in event management or marketing is preferred.

Previous experience managing and organizing a variety of projects and events is an asset.

Reputation as energetic, outgoing and motivated.

Committed to providing superior client service and community relationship development.



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Physical ability to move and lift a variety of event supplies, signage, and tents up to 50lbs.

**Requirements:**

Access To Vehicle - Not required but an asset.

Driver's License - Drivers License is not required but an asset.

Security Clearance - Vulnerable Sector Check Required

**How to Apply:**

Please apply to [info@saultdowntown.com](mailto:info@saultdowntown.com) or mail application to the Downtown Association at 496 Queen Street East, Sault Ste. Marie, ON P6A1Z8. Applications with both a cover letter and resume will be preferred. Deadline to apply will be 4PM on Tuesday, May 14, 2024.

**SAULT STE. MARIE**

[WEBINQUIRYSSM@SAULTCOLLEGE.CA](mailto:WEBINQUIRYSSM@SAULTCOLLEGE.CA)  
705.945.0705

477 Queen Street East, Suite 203  
Sault Ste. Marie, ON P6A 1Z5

**BLIND RIVER**

[WEBINQUIRYBR@SAULTCOLLEGE.CA](mailto:WEBINQUIRYBR@SAULTCOLLEGE.CA)  
705.356.1611

1 Industrial Park Road, Suite 205  
Blind River, ON P0R 1B0



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