



Job Posting: #2024-16

Job Title: Cultural Services Assistant

Department: Cultural Services

Reports To: Coordinator, Special Events, Tourism & Marketing

Status: Contract

Duration: Contract 1 (May 1 – August 31, 2024); Contract 2 (September 1 – December 31, 2024)

Hours per Week: 35

Hourly Rate: \$21.30 - \$25.89

Application Due Date: Sunday, March 31, 2024

Position Summary

This position will assist the Manager of Cultural Services and the Special Events, Tourism & Marketing Coordinator in the administration, coordination and implementation of events, both internal and external.

Assist with day-to-day operations related to programming, application processes, liaising with other departments, meeting with event organizers and vendors, working on-site at outdoor events, assisting with set up and tear down where required, answering phone calls and emails, coordinating meetings, minute taking, assisting with community and tourism website updates and other related duties as assigned.

Role Specific Duties and Responsibilities

Administration

1. Assist with phone calls and email correspondence,
2. Coordinate meetings, record and prepare minutes and agendas for distribution,
3. Review event applications and work with event organizers,
4. Assist with the coordination of marketing related assets,
5. Maintain various tourism websites and community calendars,

Special Events

1. Assist with the coordination and implementation of assigned events,
2. Assist with on-site set-up and tear down for assigned outdoor events,
3. Meet with community event organizers and vendors,
4. Liaise with other municipal departments.

General Duties and Accountabilities

- Provide and maintain a high degree of confidentiality and security of information at all times.
- Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.



- Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

1. Valid Class 'G' Driver's License in good standing and a reliable vehicle for corporate business.

Education, Skills and Experience

1. OSSGD plus completion or enrolment in a Post-Secondary Program in Recreation, Tourism, Marketing, Communications, or similar disciplines.
2. Strong communication (written, oral, and interpersonal), organizational, public relations and customer service, flexibility, ingenuity, and time management skills.
3. Previous experience in hospitality, event planning, graphic design, or municipal sector preferred.
4. Ability to interact and deal effectively and courteously with all levels of staff and the general public.

Physical Demands and Working Conditions

- Physical demand requires sitting and extensive computer usage and concentration in an office environment with some exposure to public conflict and criticism. Some walking and lifting up to 18 kg. Working conditions may include outdoor exposure to the elements (sun, rain).
- Regular hours of work are 35 hours per week.
- Ability to work weekends and holidays when/as required to execute special events.

Contacts and Interactions

- Communicates regularly with municipal staff, volunteers, community groups, vendors, sponsors and the public.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume **in a pdf format** quoting Job #2024-16 by Sunday, March 31, 2024 to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.



Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.