

## JOB POSTING DETAILS

<b>Employer</b>	Rotary Club of Sault Ste. Marie	<b>Job Type</b>	RI
<b>Job Title</b>	Special Events Assistant	<b>Duration</b>	Approx. 8 weeks
<b>ES Job ID</b>	12673	<b>Location</b>	Sault Ste. Marie
<b>Date Posted</b>	May 18, 2022	<b>Closing Date</b>	May 25, 2022

### Job Overview - Description & Duties

Position: Special Events Assistant  
Employer: Rotary Club of Sault Ste. Marie  
Application Deadline: May 25, 2022  
Position Start Date: May 30, 2022  
Duration: Approximately 8 weeks @ 35 hours per week  
Wages: \$15/hr  
Type: Full-time, Contract

#### The Job

The Rotary Club of Sault Ste. Marie is hiring a Special Events Assistant to help plan and execute the Tenaris PlayZone and Miracle Mile ColourBlast 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
- Recruit, train, and schedule volunteers
- Assist with the overall success of ROTARYFEST

You will see the events through from start to finish, including overseeing your events during ROTARYFEST weekend, July 14-16.

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, 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
- Entrepreneurial spirit
- 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 10-16) and available occasionally on weekends/evenings. Our regular hours are Monday to Friday, 9am to 5pm.

### **Other Requirements**

This is a great opportunity for:

- A post secondary-student looking to broaden their skills and make connections
- Must be between 18-30 years old
- An individual entering or re-entering the workforce who is building their résumé

### **How to Apply**

To apply, please submit your current résumé and a cover letter to Carolyn O'Connor at the Rotary Club of Sault Ste. Marie by email [cboconnor@rotarysault.com](mailto:cboconnor@rotarysault.com).