



NEW BRIGHTON RESIDENTS ASSOCIATION JOB POSTING

Special Events Coordinator

Salary Range: \$50,000 - \$54,000

OUR MISSION: *"To enhance the quality of life in our community of New Brighton."*

OUR VALUES: *Inclusion, Financial Accountability, Integrity, Responsibility, and Enthusiasm*

ABOUT US: The New Brighton Residents Association (NBRA) is a not-for-profit organization established to professionally manage and operate several of New Brighton's community features. Operated by the NBRA, the New Brighton Clubhouse is a year round recreational facility, consisting of a 6500 square foot building. Also on site are; 2 tennis courts, a beach volleyball court, basketball courts, a splash park, playground, and a hockey rink. The Bell Tower amenity, pond fountains, and community entrances are among a few of the other community features maintained by the NBRA.

OUR TEAM: The New Brighton Residents Association has a unique environment with a dedicated, highly skilled workforce that has a proven foundation built on mutual respect. Each employee brings unique skills and has a measurable and essential contribution to help achieve the Company's common goals. Above all, while working safely, employees must focus on continuously achieving quality standards in everything they do in order to meet and even exceed the NBRA's customers' expectations.

SCOPE OF RESPONSIBILITY: The New Brighton Residents Association (NBRA) is seeking a highly motivated individual to carry out the responsibilities of a full-time Special Events Coordinator to organize, promote, and execute all NBRA marketing materials and special events at the New Brighton Clubhouse.

AUTHORITY: The Special Events Coordinator reports to the Recreation Leader and is responsible for the areas outlined herein, and other duties as determined from time to time.

HOURS OF WORK: Monday – Friday; 8:30am-4:00pm (schedule must be flexible to run events occasionally on weekends- average of one per month).

SPECIFIC DUTIES: Without limiting the generality of the foregoing, the Special Events Coordinator is responsible for performing the following specific tasks:

Special Events:

- Research, develop, promote, plan, implement and execute a variety of special events to meet the needs of the residents in the community
- Create an event schedule for the fiscal year every November (taking into consideration current trends and community needs)
- Decorate the NBRA Clubhouse for all seasonal holidays
- Book all necessary entertainment providers, suppliers, and equipment required for each event within the designated budget
- Create formal event plans and schedule/block appropriate rooms for each special event in November of the year prior
- Ensure that the Customer Service Leader, Recreation Leader, and Facility & Amenities Leader are aware of the status of events in regards to scheduling additional employees, as well as the work required from their respective teams (prep work, set up, and teardown)
- Purchase all supplies required for events within the designated budget
- Create and distribute an annual sponsorship catalogue to recruit sponsors and develop key relationships to assist with event execution
- Create and submit grant proposals to obtain additional event funding through the Municipal, Provincial, and Federal Governments
- Implement and maintain a system to gather feedback regarding events
- Other duties as assigned



Marketing & Communications:

- Design and execute an annual marketing plan to creatively market/advertise all programs, value add activities and events through various means (including NBRA website, the Clubhouse television, bold signs, social media etc.), in conjunction with the Recreation Leader
- Ensure all current contact information for the facility, as well as information for upcoming programs, events, seminars, registration dates, etc. is accurate on the NBRA website
- Maintain the NBRA website, Facebook, Tik Tok, and Instagram accounts
- Respond to all social media questions and inquiries in a timely manner, seeking General Manager assistance as needed

Leadership & Teamwork

- Work with the Recreation Leader to ensure there is sufficient equipment for programs & events while being compliant to the NBRA safety program and staying within budget guidelines.
- Work with the Recreation Leader to train all instructors and Summer Camp team members on High Five
- Act as back up support to the Resident Concierge and Customer Service Leader
- Address relevant questions, comments, and concerns of residents in a timely manner

Summer Camp Promotion:

- Promote the NBRA Summer Camp Program using various means with the guidance of the Recreation Leader
- Act as a support to the Recreation Leader and Summer Camp Coordinator during the summer months, as needed (including accompanying field trips as a chaperone)

Safety Program Ambassador:

- Create and implement a detailed emergency response plan for each special event
- Act as an ambassador of the NBRA Safety program, as implemented by the Maintenance Foreman & Safety Officer
- Ensure safe work procedures and conditions exist at all times, this will include event site hazard assessments
- Assist the Maintenance Foreman and Safety Officer to update and implement necessary changes to the NBRA Safety Program

QUALIFICATIONS:

- Post-secondary education in Special Event Management, Recreation Administration, Marketing and Social Media Management, or at least four (4) years' work experience in one of these fields
- Experience in overseeing social, cultural and recreational programs, events, and services
- Experience in event planning, development, and execution
- Must have exceptional communication and computer skills, with knowledge of Publisher, MS Office, Canva, or other design software
- Strong leadership, problem solving, organization skills, project management, and conflict resolution skills required
- Must thrive in a positive work culture, where team work is the name of the game
- Experience and knowledge of budget management
- Proven interpersonal, public relations, presentation, verbal and written communications skills, as well as negotiation and sales skills
- Willing to grow and develop with the organization
- Must be able to work well with others while taking direction and feedback
- Experience in marketing and social media advertising considered to be an asset
- Experience in sponsorship recruitment considered to be an asset
- High Five Train the Trainer Certification considered to be an asset
- CPR and First Aid Certification (training will be provided, if required)
- A valid Class 5 Drivers License and vehicle available for supply runs

ADDITIONAL COMPENSTATION:

- 3 Weeks paid vacation for the first 5 years of service, 4 thereafter
- Cost Share Group Benefits Plan
- \$500 Annual Lifestyle Wellness Allowance for the first 3 years of service, \$800 thereafter
- \$2000 RRSP Matching Plan
- Bring Your Own Device cell phone allowance of \$50/mth
- RA Rewards Employee Recognition Program
- Complimentary and discounted facility rentals and registered programs
- Training and Development Opportunities
- Mileage allowance for use of personal vehicle
- Flex schedule program available (an additional 14 days off per year by working 8 hour shifts instead of 7.5)

TO APPLY:

Interested applicants are asked to **submit a resume and cover letter detailing relevant experience, qualifications, and salary expectations to the General Manager** by emailing: gm@nbra.ca or via fax 403-781-6611 as soon as possible. Applications submitted directly through recruiting websites will not be considered. ***Please note that the successful candidate will be required to provide a minimum of 3 work related references, a clear background check, and a clean driver's abstract prior to commencement.***