

**Position title: Special Events Coordinator**

**Position Reference #: 5**

**Compensation: \$16/hour**

**Position is for 8 weeks, 35 paid hours/week + 0.5 hours unpaid/day**

**Start Date: Flexible between 5<sup>th</sup> June to June 15<sup>th</sup>, 2023**

**End Date cannot Exceed September 1<sup>st</sup>, 2023**

**Hybrid – For Halton Region and near abouts - Ontario**

**Work Timings: Flexible – Between 9 am to 6 pm mostly**

**Age Limit is 30 years**

**No transportation/accommodation provided by company**

**Preferred to bring own devices for work**

**Should be open to local travel for work**

To apply email to [info@actionforhumanity.ca](mailto:info@actionforhumanity.ca) with the subject line **“CSJ Application – Title of the position”**

**Job Description:**

Coordinate event Logistics such as timing for activities during the day of the event. Implement best practices and standards in guest services at special events. Conduct research and find resources to help staff make decisions about event possibilities. Propose new ideas to improve the event planning and implementation process Work on special projects as assigned.