



## **EVENT COORDINATOR**

**POSITION:** Capital Ukrainian Festival (CUF) Event Coordinator (under the Canada Summer Jobs program).

**DATE/PAY:** Commencing as soon as possible for a maximum total of 280 hours or until 26 February 2022, whichever comes first at \$14.50 per hour.

**JOB SUMMARY:** Under the direction of the Executive Director, working collaboratively with the Organizing Committee, the incumbent will assist in the planning, development and presentation of the 2021 Capital Ukrainian Festival, taking place primarily in a virtual format.

### **RESPONSIBILITIES:**

Assist with Festival programming, performer management and activities;  
Assist with the planning and logistics of festival food sales and potential merchandise sales;  
Create virtual programming content, (filming, live streaming, video editing), and marketing videos  
Assist with the development of press releases, and coordinate promotional advertising opportunities;  
Use computer word processing and spreadsheet software to prepare reports and required documents;  
Assist with the development and implementation of the festivals marketing plan;  
Adhere to various festival policies and guidelines  
Completes other program duties as needed.

### **SKILLS and QUALIFICATIONS REQUIRED:**

Knowledge and understanding of the organization's purpose, goals, and objectives;  
Excellent written and verbal communication skills;  
Excellent organizational and problem-solving skills;  
Educational background in one of the following: event planning, communications, marketing;  
Works well under pressure, Self-motivated, Teamwork, Flexibility;  
Experience working with online tools such as YouTube and Facebook live  
Bilingual an asset

### **PROGRAM ELIGIBILITY REQUIREMENTS:**

Between 15 and 30 years of age (inclusive) at the start of employment;



Be a Canadian citizen, permanent resident, or a person to whom refugee status has been conferred for the duration of employment;  
Have a valid Social Insurance Number at the start of employment and be entitled to work in Canada in accordance with provincial regulations.

*\*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.*

**WORKING CONDITIONS:**

Because of COVID 19 restrictions CUF Staff are working primarily remotely in 2021. COVID 19 health directives will be followed. Some weekend work may be required.

**TO APPLY:**

Candidates should submit their CV along with a covering letter stating why they qualify to [ocufjobs@gmail.com](mailto:ocufjobs@gmail.com)

*Accommodation of persons with disabilities are available on request throughout the application process.*