



## Centennial Celebration Programmer (27 month contract)



### **JOB POSTING ID 23E-51**

The Corporation of the City of North Bay is currently seeking applications for the position of Centennial Celebration Programmer.

Under the direction of the Community Event Facilitator, the Centennial Celebration Programmer will lead all aspects of the planning, execution, and evaluation of the Community Centennial Celebration in collaboration with the Community Centennial Committee.

As the primary municipal representative and liaison for the Community Centennial Committee, the Programmer will manage all aspects of the Centennial Celebrations including providing assistance with event coordination and implementation of events, coordination of required key municipal services and as a resource for information on other community services. The Programmer will liaise with the volunteer committee, community organizations, and community partners to successfully plan, deliver and evaluate these events.

Responsibilities of the position include vision-setting, planning and implementation of culminating events, budget management, grant applications, marketing, scheduling meetings, researching, and obtaining historical City materials, volunteer recruitment and management, and engagement within the community. In collaboration with the Community Centennial Committee, the Programmer will develop and implement a Centennial Sponsorship Program to generate revenue to support events, programs, activities, and legacy projects.

### **Qualifications:**

- University Degree or College Diploma in a related field (for example Event Management/Planning, Public Relations or similar)
- Understanding of budget management control and reporting experience
- A valid Class G driver's license with a clean abstract and access to a personal vehicle is required
- Strong Computer capabilities in Microsoft Office and municipal facility scheduling software
- Ability to work a flexible work schedule as required
- Demonstrated ability to work independently as well as collaboratively with a variety of stakeholders
- Service attitude with Customer Service Orientation
- Effective communication skills, both written and oral
- Alternative Dispute Resolution skills
- Excellent Service attitude/internal and external customer focus
- Excellent communication skills, oral and written

**Hours of Work:** Regular hours of work are Monday to Friday 8:30 a.m. – 4:30 p.m. however there will be a requirement for flexibility as evening and weekend work will be required to accommodate meetings, programs and event supervision (35 hours per week, with one hour unpaid lunch daily)

**Salary:** \$51,462 per year plus vacation pay as legislated, in accordance with the Employment Standards Act

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

**Eligibility Requirements:**

- be unemployed or underemployed
- be at least 18 years of age
- be legally eligible to work in Canada
- have not been previously employed under a grant funded internship
- live in North Bay, Ontario for the duration of the internship

The City of North Bay is an Ontario Municipal Employees Retirement System (OMERS) employer.

Qualified applicants are invited to submit a detailed resume and covering letter in one document, saved in PDF format, with clear confirmation that above eligibility requirements are met via email to: [staffing@northbay.ca](mailto:staffing@northbay.ca) Please identify the **Posting ID (23E-51)** in the subject line. This ad will be posted until the position is filled; applications will be considered upon receipt.

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

Please note that all offers of employment are conditional upon proof of education, a satisfactory driver's abstract and a criminal record check at the candidates cost, to be arranged by the City of North Bay Human Resources Department only. Offers of employment are also conditional upon confirmation from the funding agency the incumbent meets grant funding approval requirements.

Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. Accommodation will be provided in all parts of the hiring process as required under the City's Accessibility Policy. We encourage applicants to make their needs known to Human Resources in advance.

An Equal Opportunity Employer