



JOB DESCRIPTION
FESTIVAL OF NORTHERN LIGHTS
COORDINATOR

DEPARTMENT: Community Services

POSITION: Festival of Northern Lights Coordinator

REPORTS TO: Director, Community Services

PURPOSE OF POSITION:

To offer administrative support and coordination of site set up to the Festival of Northern Lights, including attending committee meetings to record and process meeting minutes, and coordinate activities relating to various Festival events including the light display.

QUALIFICATIONS/KNOWLEDGE/SKILLS REQUIRED:

- Minimum 2 year community college diploma in business administration or related field, i.e. marketing, events planning.
- Plus 2 years related experience

OR equivalent to above.

- Excellent verbal, written and electronic communication skills.
- Basic training skills required to assist with the training of volunteers.
- Basic knowledge of accounting and budgeting principles.
- Excellent computer skills with knowledge of Coral Draw/Desktop Publishing a definite asset.
- Awareness of community resources, City structure, and services offered by other City departments and other providers to allow general inquiries to be handled in an accurate and efficient manner.
- Experience in working with volunteers, volunteer recruitment, and working in collaboration with other organizations.

DUTIES & RESPONSIBILITIES:

- Record and distribute agendas and minutes for FONL Committee and sub-committees
- Assist with the preparation of FONL's annual budget and the ongoing responsibility to keep the Committee Chair and the Director informed of budget highlights and any important developments or issues on a regular basis.
- Answer general inquiries pertaining to FONL and direct other inquiries to appropriate City personnel or other agencies.
- Monitor all FONL activities including regular/monthly communication with

subcommittees, communicate updates/information to the general public in an accurate, efficient manner as required.

- Maintain accurate records for recognition purposes as it relates to the festival volunteers.
- Maintain computer files and FONL inventory through bi-weekly or monthly inventory.
- Support FONL volunteers
- Under the direction of the Director of Community Services and in consultation with the FONL Committee prepare contracts, process accounts receivable/payable, invoice outstanding accounts for display rentals/purchases, assist with advertising initiatives, i.e. brochures, etc. and administer FONL petty cash fund.
- Other duties as required

WORKING CONDITIONS:

Work Location: Work from home or remote location with flexibility to attend evening meetings

Hours of Work: Average 24 hrs/week

Status: Temporary - September 2010 until December 2010

Other: Some heavy lifting required when working on display units and working outside in inclement weather

WORKING RELATIONSHIPS:

The FONL Assistant shall provide primary support to the FONL Committee and reports directly to the Director of Community Services. This position will be responsible to maintain open communication between the hundreds of Festival Volunteers and all City Departments involved with the facilitation of this annual Festival.

This position liaises with other municipalities, City employees, City Council, members of the local business community, volunteers and the general public.

WAGE: \$16.88 (Under Review)

Resumes will be accepted until **4:30 p.m.** on **Tuesday, September 7, 2010** at:

The Corporation of the City of Owen Sound

Human Resource Division

808 2nd Avenue East

Owen Sound, Ontario

N4K 2H4

Fax: (519) 371-8190

E-mail: hrjobposting@owensound.ca

In accordance with Municipal Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection. We thank you in advance for your interest in the above noted position. However, please note that only those applicants we wish to interview will be contacted.