



The Essex Region Conservation Authority is seeking an **Event Planner**

Position Title: Event Planner

The **Event Planner** is responsible for planning, coordinating and implementing nature, heritage and recreational events at ERCA's Conservation Areas as part of ERCA's cross-functional Community Outreach Team, which provides exceptional customer service to our internal and external clients and the broader community.

Duties & Responsibilities

- Develops, coordinates, executes, and evaluates special events, exhibits and outreach initiatives for the Essex Region Conservation Authority and Foundation including birding festivals, active events, and heritage-based events
- Develops and fosters relationships with partners and sponsors
- Provides volunteer coordination and recognition for all event/exhibit/outreach project volunteers
- Represents the Essex Region Conservation Authority at a variety of public outreach events
- Assists ERCA and Essex Region Conservation Foundation staff in researching and writing grants, and sponsorship proposals
- Documents and evaluates events through photographs, videography, surveys and other mediums
- Designs and develops engaging and informative exhibits and displays for events and various outreach initiatives.
- Prepares reports and plans and performs other related duties and responsibilities consistent with the position as required

Requirements

- One Year diploma required, in Marketing, Public or Community Relations, Event Planning, or a related field of study or an equivalent combination of education and experience, as deemed acceptable to the Employer
- One year experience in event planning
- Basic local natural/cultural heritage knowledge
- Excellent customer service and communication skills
- First Aid/CPR/AED certification
- Knowledge of Adobe Creative Suite considered an asset
- Photography/videography skills considered an asset
- English/French bilingual considered an asset
- Must possess and MTO Class 'G' Driver's license in good standing
- Hiring at ERCA for this position is contingent on the clearance of the Police Vulnerable Sector Check (PVSC). Candidates will be asked for a screening only where they have been selected as the leading candidate.

- **Department:** Community Outreach Services
- **Union Affiliation:** CUPE Local 3784
- **Job Status:** Full Time, Permanent
- **Hours of Work:** Position is based on 35 hours per week. Work week schedule will vary throughout the year with significant evening and weekend hours required. Holiday work may be required
- **Posting Added Date:** November 14, 2014
- **Posting Closing Date:** November 28, 2014
- **Posting Closing Time:** 4:30 p.m.
- **Positions to Fill:** One
- **Progress Status:** Receiving Applications (1 pdf document preferred-includes both a resume and covering letter)
- **Office Location:** 360 Fairview Avenue West, Suite 311, Essex, ON N8M 1Y6
- **Wage Rate:** Start Rate \$19.83/hour with standardized grid increases based on paid hours
- **Grade:** I
- **Contact:** Beth Johnston, Accounting Technician
360 Fairview Avenue West, Suite 311, ESSEX, ON N8M 1Y6 bjohnston@erca.org

We thank all applicants in advance for their interest, however, only those under consideration will be contacted. The Essex Region Conservation Authority is an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. ERCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. Personal information provided is collected under the authority of the the Municipal Freedom of Information and Protection of Privacy Act.