



**DISTRICT OF HUDSON'S HOPE  
EMPLOYMENT OPPORTUNITY**

**Special Events Coordinator  
(Full-Time Two-Year Term Position)  
Union Exempt**

The District of Hudson's Hope invites applications from qualified persons for the two-year term position of Special Events Coordinator. Reporting to the Chief Administrative Officer, the Special Events Coordinator's key areas of focus are:

- Delivery of special events affecting all demographics that bring the community together.
- Grant writing: submitting application for grants related to the priorities of the community with respect to recreational and related community services.
- Promoting and marketing the use of all DOHH owned and operated recreational facilities including the Visitor information Center.
- At the direction of the CAO or his designate, provide supervision of recreational staff working in all DOHH owned and operated recreational facilities.
- Assist Director of Public Works or his /her designate in the management and maintenance inspection of all DOHH owned and operated recreational facilities including the Visitor Information Center.
- Helping local groups market and promote local events that operate in DOHH facilities.
- Planning, Developing and Implementing with stakeholders a Recreation Plan for Hudson's Hope

The incumbent works under minimal supervision, so independent judgment, exceptional communication and organizational skills and the ability to work under pressure is required along with some knowledge of office procedures. Preferred applicants will have a combination of local government work experience and/or education. A complete job description is available at the District office at the coordinates below.

Salary will be commensurable with one's qualifications.

This is a non-union position.

**Please send a detailed résumé and Cover Letter to the District of Hudson's Hope Municipal Office, via email, fax, mail or hand delivered at the coordinates below. If any clarification or other details are required, please contact the undersigned. Job posting will be open until a suitable candidate is located.**

**Tom Matus, CAO**

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