



## **1 POSITION: CENTRAL GARDENS SPECIAL EVENTS COORDINATOR 2019**

EcoSuperior is looking for an outgoing, organized individual to be our Central Gardens Special Events Coordinator, organizing volunteer days and a series of special events at Central Natural Environment Gardens and other locations. Events may include workshops and fundraisers at the new garden pavilion building, as well as volunteer sessions to maintain, plant and improve educational garden areas, and events promoting municipal tap water. The Special Events Coordinator will also assist and lead activities for the childrens' summer day camp sessions that are held at the Gardens. Duties will also include developing promotional material and communications planning for all events at the Garden, seeking support from community partners and arranging for speakers and workshop leaders.

Candidates should have some experience in event planning for children and adults as well as some knowledge of gardening, including native plants and ecosystems. A demonstrated interest in environmental issues is an asset. The position includes some physical labour, and hours may include weekend or evening events.

The position requires physical labour. Candidates should have certified First Aid training and be willing to complete a Vulnerable Sector Police Records Check.

Applicants must be between the ages of 15 and 30 as per the requirements of the Government of Canada's Canada Summer Jobs Program. Positions are dependent on confirmation of funding.

### **Terms of Work**

The Special Events Coordinator will work from the EcoSuperior offices located at 562 Red River Road and at Central Natural Environment Gardens on Central Avenue. Regular hours shall be 8:30 – 4:30 with occasional evenings and/or weekends. The wage rate is \$14.00 per hour with start and end dates to be determined prior to hiring.

### **To Apply**

Please send a resume and cover letter, saved together as one pdf file, to [info@ecosuperior.org](mailto:info@ecosuperior.org). Use Central Gardens Special Events Coordinator in the subject line of your email.

Applications will be accepted until April 15, 2019.

Thank you for interest in EcoSuperior!