



## MUNICIPALITY OF THE COUNTY OF COLCHESTER

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# Summer Student Position

## Recreation

# Events Coordinator

May - August

The Municipality of the County of Colchester is accepting applications for a student to assist in coordinating and promoting special events, programs and activities within the Municipality of Colchester directed at active living, wellness, recreation and inclusion for all residence within, and visitors to the community. The Events Coordinator will attend and support various community events, such as Bike Week, Step into Spring, Cobequid Trail Run, Go Truro events (Youth running series), Wild Blueberry Festival, as well as promoting and administering programs to include but not limited to, Local Senior Games, Fundy Senior Games and Colchester Highland Games. The Events Coordinator is also responsible for communications and networking in support of special events and activities and assisting in the development of new opportunities to build community awareness.

This position requires an organized, ambitious, self-motivated individual, with exceptional interpersonal and communication skills. Must have experience working with community groups and/or organizations and have a sincere interest in this type of work. Have experience with event planning. Proficiency in MS Word and Excel. Police Records and Child Abuse Record Checks are conditions of employment. This position is directed at students enrolled in Recreation, Marketing, Public and Community Relations.

Applicants must be full-time students and intending to return to school on a full-time basis the next academic year.

We welcome applications from all qualified applicants. Only those selected for an interview will be contacted. Applicants are invited to submit a resume and cover letter, identifying the position applying for, by April 30, 2021 to [kgrattomccarthy@colchester.ca](mailto:kgrattomccarthy@colchester.ca) or mail to:

Municipality of the County of Colchester  
1 Church Street  
Truro, NS B2N 3Z5  
Attention: Human Resources Specialist