

# Al Fresco Event and Volunteer Coordinator



## Description

The 4th Street Promenade is seeking an Event and Volunteer Coordinator for the annual Al Fresco Block Party, which is taking place on June 9, 2012. This is a paid contract position to start immediately and end following the event. This position will appeal to a person who truly enjoys working with people and achieving success through running successful events and functions. The successful applicant will be an outgoing, people-oriented and deadline-driven organizer with a proven track record of coordinating high-quality events of scale. The successful applicant will also be an enthusiastic and community-minded booster of all things Edmonton. A flexible schedule is also a must.

## Responsibilities:

- Design, implement and coordinate event plan, including program, site development, equipment, staging and more
- Regularly liaise with Al Fresco working committee and event team captains to ensure alignment and that all needs are met
- Attend monthly board meetings
- Recruit, train, supervise and evaluate volunteers
- Place strong focus on raising funds and increasing value for the benefiting charity and event sponsors.
- Assist in identifying new sponsors
- Help with soliciting and collecting donated items for the Silent Auction
- Assist committee with event setup, teardown
- Coordinate and manage day-of event

## Knowledge, Skills and Abilities:

- Excellent project management skills
- Excellent organizational skills
- Strong human resource management skills
- Ability to motivate others
- Ability to be an effective team member
- Public relations skills
- Strong written and verbal communication skills
- Negotiation skills are an asset
- Marketing skills are an asset
- A diploma or degree in communications, marketing, business administration or tourism management is an asset

For more information about Al Fresco and the 4th Street Promenade, visit <http://4thstpromenade.ca> or visit us on Facebook at <http://www.facebook.com/#!/4thStreetPromenade?sk=info>.

To apply, please send your resume to Yuri Wuensch at [yuri@enigmamachine.ca](mailto:yuri@enigmamachine.ca).

4th Street Promenade wishes to thank all applicants for their interest. Only those candidates selected for an interview will be contacted.