

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.

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