

**Position :** **Community Events Coordinator**

**Term:** **Full time (1-year contract)**

**Reports to :** **General Manager**

**Purpose/Scope :**

The JCCC is a vibrant cultural centre which hosts a variety of large scale and intimate events throughout the year. The Community Events Coordinator will facilitate and coordinate events such as annual festivals, Bazaar, and other special events such as, but not limited to museum and gallery events, speaker sessions, senior events and volunteer appreciation events.

**Major Responsibilities :**

- To be an active member of event committees, and coordinate logistics for all JCCC events, including vendors, food sales, permits, floorplans and equipment.
- To work together with the Volunteer Coordinator in the planning and execution of events, and to provide volunteer job descriptions.
- To build committees - bringing the volunteers together in order to deliver successful community events.
- To participate in weekly event planning and scheduling with the event and rental team.
- To liaise with other staff teams regarding building scheduling and space usage.
- To develop, assess and work to event budgets.
- To ensure organizational compliance to regulations regarding space usage, LCBO, fire and public health standards.
- To grow existing and develop new JCCC community events.
- To build and nurture long-term partnerships with a variety of community groups.

**Skills and Qualification:**

- The successful candidate will have proven experience in event management, and knowledge of event management tools. S/He will have excellent time management and organization skills and be able to create order in high-stress environment with multiple stakeholders.
- S/He will be able to work with committee members diplomatically and reach consensus collaboratively.
- The candidate will be able to guide creative processes in the development and the design of events, to ensure they are always refreshed, culturally appropriate and meet the needs of the community.
- The Community Events Coordinator will be a strong leader in facilitating meetings and a confident public speaker. S/He will be able to lead orientation sessions with volunteers, community partners and vendors.
- The successful candidate will have a proven record of being able to identify and develop new and long-term partnerships, and broaden network in their work scope.
- Experience in working in a rental facility, event hall, or catering business would be considered an asset.

- An appreciation and understanding of Japanese culture and/or the Japanese Canadian community is preferred.

**Working Conditions :**

- Position is located onsite at JCCC.
- The Community Event Coordinator will be required to be available for events in the evenings and weekends as required.

**Employment is contingent upon:**

- Proof of employment eligibility in Canada (i.e. valid SIN number)
- Compliance to JCCC Health Protection Policy (as found at [jccc.on.ca](http://jccc.on.ca))
- Employee agrees to undergo Vulnerable Sector Screening Check

To apply, please send Cover Letter and Resume to Sandy Chan at [sandyc@jccc.on.ca](mailto:sandyc@jccc.on.ca)

Application deadline: December 12, 2022