



SPECIAL EVENTS COORDINATOR

Cypress County is a rural municipality in the southeast corner of Alberta. The county's approximately 7,800 residents live on farms, acreage subdivisions and in 10 small urban communities. Cypress County promotes a relaxed rural lifestyle and a safe community for families. Along with the City of Medicine Hat, CFB Suffield and Cypress Hills Provincial Park, this area is a great place to live and work.

We have an exciting opportunity for a temporary Special Events Coordinator. Working under the direction of the Director of Municipal Services, duties include providing administrative support to the Southern Alberta Summer Games including coordinating athletes and registration for the Games as well as other special events held in Cypress County; acting as the regional contact and information liaison for games inquiries; event advertising and promotion; preparing the Cypress County parade float; preparing the final report for Summer Games and other special projects and performing other related duties.

Our ideal candidate is energetic, dependable, and reliable; possesses excellent interpersonal and communication skills; is a self-starter and able to work both independently and as part of a team. Compensation for the position is approximately \$20 per hour.

Required Qualifications:

- Successful completion of Grade 12 or equivalent (GED)
- Class 5 operator's license with acceptable driving record.
- Proficient in using Microsoft Office, web-based programs and email.
- Previous experience with event planning is an asset.
- Preferred consideration will be given to those planning to obtain post-secondary education.

If this opportunity interests you, please forward your resume and cover letter no later than:
4:30 p.m. on Monday, March 4, 2024, to competitions@cypress.ab.ca

*Cypress County would like to thank all applicants for their interest and time
but only those under consideration will be contacted.*