



**DEPARTMENT OF PARKS & RECREATION**  
(FULL-TIME EMPLOYMENT)

**Facility Booking and Event Coordinator**

Reporting to the General Manager of Community and Protective Services, the Facility Booking and Event Coordinator shall be responsible for all booking processes related to use of Town owned and operated facilities such as arenas, banquet spaces, meeting rooms, and ball diamonds. In collaboration with various committees, departments, partners, and stakeholders, this position may also be asked to assist with, or coordinate, civic celebrations, festivals, and projects.

**Required Qualifications:**

- Experience in customer service and promotions
- Be a leader and team player with strong communication skills
- Proficiency with computers and computer applications

**Desired Qualifications:**

- Knowledge of facility booking software systems
- Post-secondary education in office administration, business administration, recreation, or a related field
- Experience coordinating events and functions, and familiarity with applicable legislation, grants, and vendors

**Remuneration:** \$24.94 - \$32.54/hour (depending on qualifications and experience) as well as the Town's overall compensation package

Applications, including a resume, cover letter, and references, to be submitted via email (Word format). For additional information please contact:

**Lyle Hannan, General Manager of Community & Protective Services**

**Phone: 780-210-0715**

**Email: [lhannan@town.stpaul.ab.ca](mailto:lhannan@town.stpaul.ab.ca)**

**Applications will be accepted until October 31, 2017 @ 12:00pm MST**

The Town of St. Paul thanks all applicants for their interest. Only those selected applicants will be contacted for further information and follow-up.