



## **BECOME PART OF AN AMAZING TEAM!**

### **Career Opportunity**

A rewarding and challenging career opportunity exists within the Corporation of Hamilton for an Events and Marketing Coordinator.

#### ***Primary Duties and Responsibilities:***

The Events and Marketing Coordinator is an administrative position responsible for the management and coordination of all City and special events as directed by the Director of Marketing and Communications of the City of Hamilton. This position assists with the development of sponsorship and business relationships with individuals and organizations interested in supporting City events. Additionally, this position will support the development of branding and marketing materials to promote city events and initiatives.

#### ***Qualifications and Experience:***

- A minimum of five (5) years' experience with event planning
- Demonstrated ability to prioritize and remain highly organize in a demanding environment
- Experience utilizing online tools and applications
- Post-graduate certification in events and/or project management preferred
- Proficiency in all MS Office programs and social media platforms
- Strong oral and creative writing communication skills
- Good physical condition to cope with the demands of the job
- Must be able to deal with council members, colleagues, management, and members of the public in a courteous and polite manner, exhibit good time keeping.

This rewarding career opportunity affords a competitive salary and benefits.

**Closing date: January 6, 2023**

If interested in applying or to view the complete job description, please visit [www.cityofhamilton.bm](http://www.cityofhamilton.bm) and click the Employees tab under the About link on the home page.