

Job Vacancy

Position: Events Assistant
Job Posting: 086-099-2025
Department: CDES
Division: Recreation & Culture
Status: Full Time

Wage Range: \$67,232 – \$80,061
Job Class: 2
Shifts: 35 hours/week
Posted: September 25, 2025
Closes: October 3, 2025, 4:30pm

Primary Duties and Accountabilities include but are not limited to:

- Assist community members and groups to plan and provide activities; develop and recommend programs that create and maintain revenue profit.
- Schedule event bookings and meet with users to determine set-up requirements.
- Collect data and prepare various reports.
- Assist in coordinating all aspects of event operations at various locations.
- Assist in the development and coordination of programming at various locations.
- Provide on-site direction and oversee staff during events.
- Provide direction and assist in the recruitment and scheduling of staff.
- Assist with the creation of marketing materials and advertising/communication using various social media outlets and maintain digital advertising.
- Program events using the computerized facility scheduling system to include processing payments, booking, billings, and invoicing.
- Provide administrative support to various committees, to include; advertising, oversight of budget and expenses, organize meetings, and provide guidance and coordination of events.
- Assist in the review and preparation of Licence of Occupation Agreements for events/street closures taking place on city property or streets and ensure all necessary paperwork is submitted including event maps, insurance, APHU approvals, ACGO permits, etc.
- Maintain a thorough working knowledge of the City's Health & Safety Policy and Procedures and applicable legislation therein.
- Ability to work a variable schedule, including evenings, weekends, holidays and on call, as required.
- Perform all other related duties as may be required.

Qualifications:

- College diploma in a related field; e.g. Sports Management, Recreation, Business, Marketing, etc.
- Three years work experience in similar role, within a related field.
- Valid Class 'G' Driver's License.
- Computer literacy in Microsoft Suite including experience in Excel, Word and Outlook
- Knowledge and understanding of regulations and legislation; e.g. AODA, OHSA, ACGO, etc.
- Working knowledge of social media platforms; e.g. Facebook, Instagram, etc.
- Familiarity with Canva, Activenet and Point of Sale (POS) terminal software.
- General knowledge of facility operation/maintenance equipment.
- Demonstrated math, reporting, and cash handling skills.
- Maintain confidentiality.
- Meet and interact with people in a pleasant and professional manner.
- Excellent attention to detail.
- Organize time to perform the duties of the position, in a fast-paced setting and meet deadlines.
- Work both independently and as a team member
- Must be physically able to perform the work as per the Physical Demands Analysis of the jobs (standing, repetitive bending and lifting is required)

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca

Subject line 086-099-2025 Events Assistant

❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.*

❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*