



## **Event and Communication Coordinator**

**(Full-time, 1 year contract)**

The Cobourg Downtown Business Improvement Area (DBIA) is seeking a dynamic, highly organized self-starter for the full-time position of **Event & Communication Coordinator**. Reporting to the Chair of the DBIA Board of Management, the Coordinator will work with various committees to:

- Liaise with Downtown businesses to determine priorities and concerns;
- Plan and execute signature Downtown Cobourg events

The Coordinator will also assist with:

- Internal and external communications
- Website maintenance and development
- Beautification projects such as flowers, banners and a Canada Flag program
- Budget planning and administrative tasks

The successful applicant should possess strong computer, organizational, and communication skills; possess experience in event management, tourism and public relations and web development. Graphic design skills would be an asset. The candidate should also have a positive attitude, willingness to learn and must be prepared to work in all types of weather (and in some case long hours), available on selected weekends and holidays, and have a valid driver's license with access to a vehicle.

If interested, please submit a cover letter and resume by **Thursday, September 29** to the attention of Andrew Stewart, Chair of the Cobourg DBIA, by email **only** ([dbia@downtowncobourg.ca](mailto:dbia@downtowncobourg.ca)).