



## Promotions & Event Services Coordinator

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### Electoral Area 'D' (Okanagan Falls)

### One Year Contract Opportunity – Part Time

The Regional District Okanagan-Similkameen is searching for a highly motivated candidate that has experienced success in implementing, planning, leading and managing events in a rural/urban setting.

RDOS Electoral Area D is a dynamic area encompassing two golf courses, a ski resort, and wineries and includes a diverse manufacturing sector with considerable developmental industrial zoned lands. It is renowned as a vibrant, active area, offering family oriented festivals and events throughout the year. The area has become a prime destination for residential and small business relocations due to the gentle climate, excellent transportation and the availability of world class recreational opportunities.

This position is responsible to develop and receive approval on a comprehensive RDOS Electoral Area D - Promotion and Event Services Plan and then fully implement the plan ensuring that the prescribed timelines are met within budget. The incumbent will be the lead contact with the various stakeholders in all planned events including general public, committees, volunteers, hosts, sponsors and exhibitors. Coordinating meetings to define all event requirements as they are envisioned will be typical day to day work for this individual. The functions also include deskbound duties such as research, administration, communication, marketing documents, technical services, and event evaluation processes and records management.

We welcome your resume if you are a community minded leader who is creative and energetic, with a proven record in promotions and event services. The closing date for this opportunity is Monday, March 29<sup>th</sup>, 2010.

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*We thank all applicants for their interest and advise that only those candidates selected for interviews will be contacted.*

*Working together in a professional and effective manner to enhance the quality of life within the Regional District.*

*We take pride in our commitment to the communities we serve.*