

Title: *Events Coordinator*

Company: *Whitewater Brewing Company*

Location: *Cobden, ON, Canada*

Status: *Part-time*

Company Profile:

Whitewater Brewing Company was founded by three good friends on the banks of the Mighty Ottawa River. Since our inception, our goals as an organisation have been to craft high-quality products and effect positive change in our community, for our environment and employees. Sustainability is at the core of our business. Our Lakeside Brewery and Brew Pub use renewable energy to brew beer, make meals, and even, turn on the lights through our partnership with Bullfrog Power. We are committed to supporting our employees and the community at large. Fair wages, a casual work environment, a dedication to positive change, and a team-first attitude are some of the benefits of working for Whitewater Brewing Co.

Job Description:

The Events Coordinator is responsible for assisting in the planning, design, production, promotion, profitability and overall coordination of Whitewater Brewing Company events. The Coordinator is expected to delegate tasks and provide support to subordinate event planning staff to ensure event success. Sourcing venues, liaising with entertainers, speakers and exhibitors, and overseeing Whitewater Brewing Company events are required tasks for this role. Other duties include, but are not limited to, reviewing and arranging appropriate accommodation, transportation, catering, signage, promotional materials, procurement and security. Other duties will be assigned as necessary.

Qualifications:

- Secondary School Diploma required.
- Post-Secondary School Diploma in Business, Marketing, Public Relations or related field required.
- 3-5 years' event coordination or management experience preferred.
- 3-5 years' fundraising experience considered an asset.
- Strong communication skills, both verbal and written.

Working Conditions:

- Manual dexterity required to operate telephone, computer and peripherals.
- Interacts with employees, management, volunteers and the public at large.
- Ability to lift up to 50 lbs.
- Irregular hours.
- Overtime may be required.
- Face paced environment and position.

Work Hours

- 5-6 hour shift

- 12:00 pm-5:00 pm
- Wednesday – Sunday
- Shift work
- Minimal amount of being “on-call”

If you are interested in this opportunity, please forward your resume to jobs@whitewaterbeer.ca

Whitewater Brewing Company would like to thank all applicants, however only those who qualify for an interview will be contacted.

Whitewater Brewing Company is an equal opportunity employer.

Whitewater Brewing Company welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.