

Coordinator – Huron Perth Agriculture and Water Festival



General Description

Reporting to the Huron Perth Agriculture and Water Festival Steering Committee, the Coordinator is the lead contact for planning, organizing, and executing the annual Huron Perth Agriculture and Water Festival. The Coordinator undertakes marketing and fundraising for this event, as well as registration of participants and overall coordinator of the festival. The Huron Perth Agriculture and Water Festival is geared toward Grade 4 students and their teachers. Using interactive stations, local community members come together to teach our youth about agriculture and water conservation.

Primary Duties and Responsibilities

- Plan, organize, and execute the Huron Perth Agriculture and Water Festival including setup and take-down of the festival.
- Fundraise for the festival and network with external organizations in agriculture and water.
- Act as the primary contact for schools within Huron and Perth County. This may include, but is not limited to, managing the registration of classes for the festival and responding to teacher inquiries.
- Organize and chair committee meetings as necessary.
- Update promotional materials, HPAWF website, and registration documents as required.
- Contact media regarding the festival and write promotional materials or news releases as necessary.
- Ensure the festival is in compliance with Health and Safety standards.
- Keep track of festival invoices and planning expenses (financially accountable to the HPAWF Steering Committee).
- Other duties as required to contribute to the overall success of the festival.

Qualifications and Skills

- Post-secondary education in business administration, event management, education, or related discipline.
- Previous experience in event planning and environmental education of young children considered an asset.
- Previous experience working with and leading volunteers considered an asset.
- Exceptional time management and organizational abilities.
- Able to work on multiple projects and meet deadlines under pressure.
- Excellent written communications skills.
- Proven leadership and strong relationship building skills.
- Able to work independently and as a member of a team.
- Computer proficiency with knowledge of MS Office applications, as well as access to the Internet.
- Access to a vehicle and valid Driver's License.

Employment Terms

The anticipated start date is September 2017 with an end date of August 2018. Contract may be renewed at the end of one year. This is a part-time position with irregular hours. The ideal candidate will be able to work from home, but available to commute to Seaforth, Ontario for

meetings and festival days. Candidates should expect a heavier workload from January to April, and be willing to accommodate increased demands on their time. Remuneration provided in the form of \$16.00 per hour with reimbursement for out-of-pocket expenses related to HPAWF planning.

How to Apply

All interested candidates should submit a cover letter and resume to Elizabeth Hawkins, Coordinator. Applications must be submitted by email to huronperthfestival@gmail.com. Please clearly mark the position title in the subject line.