



## **The Christmas on the Peninsula Society**

is seeking an

### **Festival Assistant/Events Coordinator**

**Recruit and manage event volunteers, entertainers, and sponsors and promote the 2022 Christmas on the Peninsula Festival.**

#### **Our mission**

To provide a first-class Christmas Festival on the Semiahmoo Peninsula for visitors and local communities, to gather together to hear and see the Christmas Story unfold.

#### **Our goal**

To have a Christmas Parade, Christmas Village and Christmas Entertainment in a beautiful setting, and to promote special Christmas events all around the Peninsula at the beginning of each Christmas Season.

#### **Duration and fee for services**

Anticipated to begin ASAP or no later than Monday October 31st, this is a one-and-a-half-month contract with a possibility for ongoing contracts.

The fee for this part time contract will be **\$1500 paid upon completion of contract with report and invoice.**

#### **Scope of Services**

##### **Administration**

- Attend Board of Directors meetings and Organising Team meetings.
- Ensure stakeholders' including volunteers' information is accurately recorded and up to date
- Keep documents up to date and maintain systems and procedures

##### **Fundraising**

- Recruit in-kind- sponsors and manage documents relating to sponsorships

##### **Promotions**

- Promote the Christmas on the Peninsula Festival to prospective sponsors, participants, and visitors.

##### • **Volunteers**

- Retain existing volunteers by encouraging their return
- Recruit and train new volunteers as needed
- Register and give volunteers nametags and food vouchers as needed

## **Contractor experience and attributes**

- Experience in event planning/management or a related field
- Demonstrated planning and organization skills
- Ability to multitask and prioritize while being flexible to deadlines and pressure
- Professional, personable, and comfortable interacting with event participants and attendees, donors, volunteers at all levels
- Ability to schedule entertainers and volunteers
- Experience recruiting and managing event volunteers
- Proficient in MS Office Suite; adept social media user
- Must be able to lift / move up to 40 lbs (18 kg)

## **Deadline for response**

Please send resume and letter demonstrating how your experience relates to our requirements **ASAP** to Liv Butow, President Christmas on the Peninsula Society, via email to [liv@butow.com](mailto:liv@butow.com)

We thank all who apply and advise that only those selected for further consideration will be contacted.