



## **EXTERNAL JOB POSTING**

### **COMMUNITY EVENTS COORDINATOR (Permanent, full-time position available)**

#### **ORGANIZATION:**

Aurora Public Library is a vibrant community space that facilitates learning and creativity. We offer early literacy programs, unique literary and cultural experiences, a Creative Studio, online learning, extensive print and digital collections, and comfortable seating for meeting, collaborating and socializing. Our community-led approach results in the delivery of collections and services that reflect the needs of our residents. For more information, visit our website at [www.aurorapl.ca](http://www.aurorapl.ca).

#### **POSITION SUMMARY:**

The Community Events Coordinator is a dynamic and creative role responsible for planning and executing a diverse range of events and programs that celebrate cultural milestones, recognize key dates throughout the year, and provide educational opportunities for the community. This position works directly with community partners to design authentic events that reflect the community's diversity and address relevant issues. The Community Events Coordinator regularly consults with the community to assess needs and develop programming ideas ensuring events resonate with and serve the community effectively.

Responsibilities include grant writing, budgeting, assessing presentation and event space, defining event goals, booking presenters, managing registration, and tracking attendance. By delivering exceptional experiences, this position helps make Aurora Public Library a destination for cultural celebrations, lifelong learning, and impactful community engagement.

This full-time position is part of C.U.P.E. Local 905 – APL Unit and is scheduled for 63 hours biweekly, including evenings and weekends.

The role is based onsite at Aurora Public Library and reports to the Manager, Customer Opportunity.

#### **Qualifications**

- Related post-secondary education required, focus on event planning/management, business, public relations or hospitality management
- Minimum of two (2) years proven experience working in a public sector environment delivering community programming. Work experience in event planning/hospitality, tourism administration or public relations an asset.
- Possession of a valid driver's licence recommended. Consistent use of a personal vehicle an asset.

#### **Experience**

- Develop and facilitate diverse community events for varying demographics and ages
- Demonstrated experience applying for and writing grant applications
- Understanding of community-led event planning with experience consulting with the community through surveys and relevant online tools
- Proven ability to work independently and cooperatively in a team environment
- Ability to apply creativity and recommend strategies for communications initiatives in response to cultural and social trends

## **Skills and Abilities**

- Demonstrated ability to collaborate with colleagues and external partners to develop effective working relationships that result in programming and outreach that benefits the community
- Excellent interpersonal as well as organizational and planning skills, capable of multi-tasking, keen attention to detail and adherence to strict deadlines
- Experience in the planning, implementation, promotion and evaluation of library and outreach programming for all demographics in the community
- Clear and concise written and oral communication, strong interpersonal and leadership skills
- Ability to be flexible and adapt to changing objectives and priorities in a team environment
- Demonstrated in-person and virtual program development and facilitation skills that integrate technology and creativity
- Proficient computer skills and ability to manage attendance, tickets and members through digital platform
- Capacity to use social media platforms and online tools to promote library services and engage the community
- Responsible for event contracts, event planning and coordination, and assists in overseeing events at APL, ATS and with partners in the Town of Aurora
- Adheres to the Aurora Public Library Health and Safety Policy. Responsible for observing and following all established occupational health and safety procedures, to be aware of hazards in the workplace and preventative measures taken. Takes an active part in protecting oneself, fellow staff members and library property by reporting all hazardous conditions and unsafe work procedures.
- Performs other duties as assigned.

**STARTING SALARY:** \$31.65 per hour

*This is a bargaining unit position, CUPE Local 905.02 APL Unit.*

## **APPLICATION:**

Please email your resume and cover letter to [jobs@aurorapl.ca](mailto:jobs@aurorapl.ca) , attention Human Resources. Please quote CEC FTU 2025 in the subject line.

The Library will require a current Vulnerable Sector Screening from the successful applicant as a condition of employment.

**APPLICATION DUE DATE: 04:00 p.m. Friday, May 30, 2025**

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The Library thanks all applicants for their interest, however, only those selected for an interview will be contacted.

The Aurora Public Library is pleased to accommodate individual needs in accordance with the *Accessibility of Ontarians with Disabilities Act, 2005* (AODA). If contacted regarding this competition, please advise the interview coordinator or email [jobs@library.aurora.on.ca](mailto:jobs@library.aurora.on.ca) of accommodation measures you may require during the selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.