



SPECIAL EVENTS COORDINATOR

Cypress County is a rural municipality in the southeast corner of Alberta. The county's approximately 7,800 residents live on farms, acreage subdivisions and in 10 small urban communities. Cypress County promotes a relaxed rural lifestyle and a safe community for families. Along with the City of Medicine Hat, CFB Suffield and Cypress Hills Provincial Park, this area is a great place to live and work.

We have an exciting opportunity for a temporary Special Projects Coordinator. Working under the direction of the Director of Municipal Services, duties include providing administrative support to a number of special events such as Hilda Centennial, Schuler Centennial, and other special events held in Cypress County. Other duties may include event advertising and promotion; preparing the Cypress County parade float; preparing a final report on the special projects and performing other related duties.

Our ideal candidate is energetic, dependable and reliable; possesses excellent interpersonal and communication skills; is a self-starter and able to work both independently and as part of a team. Compensation for the position is approximately \$20 per hour.

Required Qualifications:

- Successful completion of Grade 12 or equivalent (GED)
- Class 5 operator's license with acceptable driving record.
- Proficient in using Microsoft Office, web-based programs and email.
- Previous experience with event planning is an asset.
- Preferred consideration will be given to those planning to obtain post-secondary education.

If this opportunity interests you, please forward your resume and cover letter no later than:

4:30 p.m. on Wednesday, May 31, 2023, to competitions@cypress.ab.ca

*Cypress County would like to thank all applicants for their interest and time
but only those under consideration will be contacted.*