

Facilities and Events Liaison

Town of Three Rivers

Prince Edward Island

The Town of Three Rivers (“**TOTR**”) is a town within Kings County in beautiful Prince Edward Island that was incorporated on September 28, 2018, through an amalgamation of seven municipalities and adjacent unincorporated areas. The Town of Three Rivers has continued to prosper and grow since its early days, and now its diverse communities thrive in their own unique ways, from tourism, culture and arts, agriculture, environmental engineering, hospitality and more, which makes Three Rivers the dynamic, flourishing town that it is today.

The Town of Three Rivers is currently seeking a **Facilities and Events Liaison**.

Accountable to the Manager of Community Services, the Facilities and Events Liaison collaborates with the Town of Three Rivers sports facilities (including sports fields, rinks & parks). Working closely with facilities staff, this role is responsible for the oversight of sporting, recreation, health living and leisure programs delivery within the facilities for implementation in the community for all ages and abilities. This position is also responsible for the coordination and execution of events and festivals for the Town of Three Rivers. Working directly with planning committees to support and coordinate events, the incumbent will ensure the successful planning and delivery of events and will pursue event sponsorship and / or funding opportunities.

As an ideal candidate, you will have strong collaboration, organizational and leadership skills to be able to effectively plan, organize and execute work assignments. Working in a diverse and fast paced environment with challenging and competing priorities, you will be a team player, with good analytical and critical systems thinking skills, and demonstrate computer proficiency with an advanced knowledge of the Microsoft Office Suite. You will have working knowledge of corporate budgeting principles and the ability to apply financial and budgetary skills. Due to the nature of the role, the successful candidate must have the flexibility to work evenings and weekends.

Excellent written and oral communication skills will be required with an ability to establish, maintain and promote friendly, co-operative and productive relationships with facilities, committees, community groups, other Departments, Town staff, other Government agencies, elected officials, potential event sponsors and the general public. You will be responsible for seeking out and applying for federal and provincial grant funding opportunities. A university degree in Commerce, Business Administration, Public Administration, Recreation/Leisure Management Studies or an acceptable combination of education and experience may be considered. The ideal candidate will have a minimum two (2) years supervisory experience and minimum one (1) year experience in event organization.

The Town of Three Rivers is committed to employment equity and diversity and encourages applications from all qualified candidates including women, people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities and racialized people; people with disabilities and all other equity deserving groups.

The Town of Three Rivers offers an attractive benefits package including a pension plan and medical/dental coverage. Salary Range: \$49,073 – \$61,342.

To apply for this unique leadership opportunity, please submit your application to dmacdonald@threeriverspei.com on or before **August 30, 2023** and **state the title of the position in the subject line of your e-mail**.

We thank all applicants for their interest, however only those under consideration for the role will be contacted.