



Event Planner

The Belleville Downtown District BIA is currently seeking an outgoing, enthusiastic, qualified professional between the ages of 18-25 for the position of Event Planner as part of the Canada Summer Jobs grant. This is a unique opportunity to gain experience in event planning and execution, business communication, membership relations and to learn more about the Downtown District, working in a non-profit organization in a multi-stakeholder environment.

As the Event Planner for Downtown Belleville, you will learn best practices for planning, executing and delivering memorable events. You will learn the value of relationship building and how to engage with members. You will experience event execution first hand and develop relationships with visitors to recommend activities in the downtown core. The primary focus of this role will be to provide support to the planning and execution of the summer BIA events. This position may also provide support to various businesses that are members of the BIA.

Duties / Responsibilities:

- Getting to know the Downtown membership of the BIA by visiting businesses and helping increase member engagement
- Assist members and vendors in set up and tear down of event materials
- Assist in event promotion, with the creation and delivery of promotional materials
- Provide administrative and logistical support to the planning of events as needed
- Assist with coordinating the distribution of event materials, managing and following up with business members
- Help to create a summer volunteer committee, including answering questions, organizing meetings, and ensuring they have what they need to successfully perform their volunteer role
- Liaise with vendors to secure services and coordinate vendor set-up on event day
- Support event volunteers; Coordinate the recruitment of volunteers and ensure volunteers have the information and support they need to perform their role
- Liaise with the internal team, to prepare collateral to promote events



Qualified Applicants Will:

- Possess strong communications skills (written and verbal)
- Possess strong interpersonal and relationship building/relationship management skills
- Possess excellent organizational and time management skills
- Be able to travel to and work independently (or remotely) with local businesses
- Be familiar with digital technologies (e.g., web, social media, etc.)
- Be able to use tools such as Microsoft Office Suite, Slack, Hubspot and Google Drive, Later, Asana, AirTable and Facebook Business Suite.
- Must be able to lift up to 40lbs and are comfortable walking upwards of 10,000 steps per day

The Position:

- Monday to Friday from 9 a.m. to 5 p.m. with flexible hours when the event approaches and the occasional weekends and evenings.
- Mainly in the Downtown Belleville office, but running errands and walking to the downtown core on a daily basis.
- 8 weeks at 15\$ per hour
- Start date: May 24, 2022

To apply, please send your cover letter and resume to Caitlin Lavoie at hello@downtownbelleville.ca by 4:30PM on Friday, May 13.

Thank you for your interest in the position. Only candidates selected for interviews will be contacted.