



Berwick Gala Days Student Coordinator 2023

Job Description

Berwick Gala Days is a Major Community Festival which has been held over the Labour Day weekend since 1946. The event has grown from a one-day event to a six-day Gala Festival. With the exception of the Student Coordinator, everyone involved with organizing and running the festival is a volunteer. One of the many unique aspects of Berwick Gala Days is all proceeds realized are distributed among youth organizations, which have participated in the delivery of the festival.

Skills & Qualifications:

- Current enrollment in a post-secondary program. The student must be returning to their studies in the fall of 2023.
- This position is ideally suited to a candidate pursuing a career in Community Development, Public Relations or Recreation but will provide valuable experience no matter where your future path leads.
- Must have excellent written and verbal communication skills.
- Proficiency in current computer programs such as Microsoft 365.
- Proficiency in developing eye-catching posts on social media formats.
- Experience working with volunteers, community groups, and/or in business and community engagement is considered an asset.
- Must work well independently and as part of a team.
- Must have a valid driver's license and access to a vehicle.
- The Coordinator is required to be committed to and available to work throughout and until after the Labour Day weekend / Gala Days Festival.

Responsibilities & Duties:

- To assist the Gala Days Committee in identifying, developing and implementing the programming for the 2023 Gala Days Festival as delegated.

- To assist with scheduled events as needed.
- To perform other duties as required.

Work Space:

- The Coordinator will be provided with administrative space within the Town of Berwick Town Hall.
- Work hours are Monday to Friday, 8:30 am to 4:30 pm with evenings and weekends as required. A modified workweek can be approved to reflect evening and weekend work.
- Mileage will be paid at the current rate for preauthorized travel.
- All files, notes, lists and correspondence becomes the property of the Gala Days Committee.

Interested candidates are invited to submit **a cover letter and resume in PDF or JPG format** to:
Human Resources, Town of Berwick
via email: hr@berwick.ca

We thank all candidates for their interest,
however, only those selected for an interview will be contacted.