

Events Coordinator, CORK / Sail Kingston

Position Type

Part Time Permanent (with flexible hours)

Salary Range

\$25 an hour, up to \$35, 000 annual contract

Application Deadline Date

April 5th, 2024

EXPECTED START DATE

May 13th, 2024

Job Location

Kingston, Ontario

Employment Type

Employee

The employer is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

The employer welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

WHO WE ARE:

CORK is an event-based sailing venue that is host to some of the most prestigious sailing events around the country and globe. Each year, CORK runs five to seven international and Olympic level events that garner crowds of sailing enthusiasts. Attracting competitors, supporters, and volunteers of all ages, CORK truly has the best fresh water sailing in the world.

CORK's Mission - By leveraging our natural assets of wind and freshwater, CORK provides high-quality sailing regattas in the welcoming and friendly Kingston, Ontario

CORK's Core Values: Fostering a culture of excellence in a friendly environment. Fostering a respectful and welcoming culture toward all

WHAT ARE WE LOOKING FOR?

As a member of the CORK-Sail Kingston team, the Event Coordinator is responsible for assisting with the administration of a series of sailing events. This position will report directly to the General Manager, CORK.

Duties and Responsibilities:

- Facilitate the planning, coordination, and execution of all CORK events as scheduled;
- Work with the General Manager, CORK, to develop administrative documents and event processes;
- Work with the CORK team to oversee the event calendar for venue conversions, assisting with planning, logistics, and operations to ensure seamless transitions between on water and on shore/social and other ancillary events;
- Build and maintain strong working relationships with volunteers, athletes, coaches, parents, and partners;
- Assist with the event support staff, overseeing availability, scheduling and deployment during events;
- Assist with the execution of operational planning, budgeting, and expense tracking;
- Assist with the management of volunteer engagement, customer service, on shore regatta related events, award ceremonies, marketing/PR, and website updates and various social media platforms

WHO YOU ARE

- 1 to 3 years of experience in event operations, major sporting events or similar role;
- Post- secondary degree or college diploma in a related field or equivalent experience in the field;
- Strong attention to detail and ability to prioritize;
- Confident and effective communication skills;
- Team oriented and ability to collaborate;
- Experience in customer service is an asset;
- Must be capable to deliver in a fast-paced environment;

- Familiarity with Microsoft Office, Dropbox, GoogleDrive, and database programs;
- Experience with social media marketing posts, website management, and other media platforms;
- Proficiency with Microsoft Office Suite (Word, Excel & Outlook)

WORKING CONDITIONS

- Work term is year-round, with flexible hours during non-event season;
- This position will require evening and weekend work (during event season); working outdoors, and specific safety training

WHAT'S IN IT FOR YOU?

- Join an exciting and dynamic team that runs internationally recognized regattas out of the “Freshwater Sailing Capital of the World”;
- Benefit from a best-in-class organization that has a historic connection to the Kingston community;
- Contribute to the legacy of a brand that has more than five decades driving best-in-class sailing experiences

HOW TO APPLY

To apply, please send your resume and a brief cover letter outlining your interest in the position to sail@cork.org. Deadline for applications is Friday, April 5th, 2024, at 5pm EST. Please add position title “Events Coordinator” in the subject line of your email. CORK /Sail Kingston thanks all applicants who apply but will contact only those who will be invited for an interview.