



Happy City St. John's is Hiring!

Project Co-ordinator

215 hours before May 1, 2024 (Flexible)

Note: We can offer a flexible arrangement of hours and weeks worked. Hours per week can range between 3 and 8, with the duration of the contract to be determined accordingly.

About Happy City St. John's

Happy City St. John's is a non-profit organization that informs, encourages, and facilitates public dialogue around civic issues in the city of St. John's.

Our vision is to become a trusted and valued venue for citizens, advocacy groups, business associations, labour organizations, and municipal staff to come together. We firmly believe that an informed city is a successful city - and a happy city.

Project Description

Happy City St. John's will be holding several outreach and engagement events in St. John's over the next several months. These events may be virtual, physically present, or a blend. The Project Co-ordinator, in collaboration with the organization's event teams, will be responsible for developing and conducting these events and preparing post event evaluations and reports. They will also be responsible for occasional administrative duties related to the organization's operations.

Initial events include:

- Jane's Walks (Early July) Citizen-led walks celebrating different aspects of St. John's.
- Active Streets (Late Summer/Early Fall) A festival celebrating walking, biking and more.
- AGM (Late Fall) Goal-setting, election of Board, other activities.

Additional events to be developed.

Project Location

St. John's, Newfoundland and Labrador. This role will be Work from Home.

Roles and Responsibilities

- Develop and implement events. This will include:
 - Outreach and co-ordination with stakeholders and community partners.
 - Volunteer recruitment and co-ordination.
 - Bookings and logistics.
 - Promotion through social and traditional media.
 - Event set up and take down.
 - Event evaluation and documentation.
 - Other duties as required.



- Represent Happy City to the community.
- Administrative duties as required.

Required Skills and Qualifications

- Strong interest in local issues and community development
- Strong written and oral communications skills
- Interest in digital communications and/or marketing
- Excellent time management skills
- Ability to work independently
- Highly adaptable to evolving priorities and projects
- Ability to work occasional evenings and weekends

Assets

- Familiarity with basic graphic design (e.g. through Canva)
- Experience with social media communications
- Experience with web editing (e.g. through Wordpress)

Happy City St. John's is committed to fulfilling its mission while embracing equity and diversity. We would be particularly interested in applications from youth who are members of designated groups including women, Indigenous persons, persons with disabilities, ethnic minorities, racialized persons/visible minorities, and persons of minority sexual orientation or gender identity (LGBTQIA2S+).

Duration of Role

To be negotiated. Hours to be completed before May 1, 2024.

Anticipated Start

July 2, 2023

Rate of Pay

\$22.00/hour, plus 4% vacation pay

To apply

Please forward a resume and cover letter to treasurer@happycity.ca by **5:00 pm on Wednesday, June 14, 2023.**