



 **Town of Lewisporte**
152 Main Street
Lewisporte, NL A0G 3A0

 **T: (709) 535-2737**

 **E: info@lewisportecanada.com**

 **www.lewisporte.ca**

The Town of Lewisporte is seeking a **Community Events & Engagement Coordinator**

Job Title: Community Events & Engagement Coordinator

Department: Recreation & Tourism

Location: Town of Lewisporte

Reports To: Recreation and Tourism Manager

Employment Type: Full-Time/Permanent

Salary: \$45,000 to \$55,000

About the Town of Lewisporte:

Nestled along the scenic shores of Notre Dame Bay, the Town of Lewisporte is a dynamic and growing community in central Newfoundland and Labrador. With a strong economy, excellent recreational facilities, and a welcoming atmosphere, Lewisporte is a great place to live, work, and do business. The town offers modern amenities, a rich history, and a thriving community spirit while maintaining its small-town charm. Whether you're drawn to its breathtaking coastal views, outdoor adventures, or vibrant local culture, Lewisporte provides an exceptional quality of life for residents and visitors alike.

Position Summary:

The Town of Lewisporte is seeking an energetic, highly organized and community-driven Community Events and Engagement Coordinator to lead the planning and delivery of community events and assist with recreation and tourism initiatives. This individual will play a central role in shaping the Town's public programming by organizing festivals, ceremonies, and seasonal celebrations while also supporting broader community engagement efforts.

The successful candidate will work alongside the Recreation and Tourism Manager to help coordinate program schedules, contribute to tourism promotion, and provide operational support across municipal recreation facilities. This role requires a high level of organization, creativity, and collaboration, with a focus on fostering inclusive community engagement and enhancing the overall recreational and tourism experience in Lewisporte.

This position is ideal for someone who thrives in a fast-paced environment, enjoys connecting with the public, and has a passion for community development.

Key Responsibilities:

- Plan, coordinate, and deliver a wide range of community events and public celebrations throughout the year.
- Manage logistics such as scheduling, permitting, entertainment bookings, supply coordination, vendor engagement, and volunteer assignments.



Community Events & Engagement Coordinator

Key Responsibilities (Continued):

- Recruit, train, and supervise volunteers and seasonal staff for event support.
- Cultivate partnerships with local organizations, schools, non-profits, and community stakeholders to support events and outreach.
- Develop strategies to increase public participation and engagement in municipal programs and events.
- Ensure all events are inclusive, accessible, and aligned with safety and accessibility standards.
- Monitor attendance, gather feedback, and conduct evaluations to guide future planning.
- Prepare and manage event budgets, ensuring responsible use of funds and accurate financial reporting.
- Identify and apply for grants, sponsorships, and funding opportunities to support events and programming.
- Contribute to the promotion of Lewisporte's attractions, recreational amenities, and cultural assets.
- Assist with the development of tourism initiatives, seasonal campaigns, and destination marketing strategies.
- Assist with the creation and distribution of promotional materials through social media, print, and other marketing channels.
- Collaborate on tourism-related projects that highlight local services, experiences, and events.
- Provide general administrative support to recreation facility managers, including document preparation, printing, and record-keeping.
- Assist with coordinating recreation program schedules and communication efforts.

Qualifications & Skills:

- Post-secondary diploma or degree in Recreation, Event Management, Tourism, Communications, or a related field.
- Experience in event planning, public engagement, or community programming is preferred.
- Strong project management, organizational, and multitasking abilities.
- Excellent interpersonal and written communication skills.
- Experience with budgeting, marketing, volunteer coordination, and grant applications.
- Proficiency with Microsoft Office and digital marketing tools (e.g., social media, Canva, etc.)
- Ability to work flexible hours including evenings, weekends, and holidays.
- Valid Class 5 driver's license.
- RCMP Code of Conduct and Vulnerable Sector Check (or willingness to obtain).
- Previous experience in a municipal setting is considered an asset.

Working Conditions:

- This position requires both office work and on-site event coordination.
- Ability to lift and transport event-related materials.
- Work hours will vary based on event schedules and community programming needs.
- Occasional travel may be required.



Community Events & Engagement Coordinator

How to Apply:

Interested candidates are invited to submit a cover letter and resume to:

Town of Lewisporte

152 Main Street Lewisporte, NL A0G 3A0

E: info@lewisportecanada.com

Applications will remain open until position is filled

*The Town of Lewisporte is an equal opportunity employer and encourages applications from all qualified individuals.
We thank all applicants for their interest; however, only those selected for an interview will be contacted.*