

Berwick Gala Days Student Coordinator 2025



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 festival. Except for 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 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 2025.
- 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 2025 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

Applications must be received on or before 4:30 P.M. on Tuesday, April 1st, 2025.

We thank all candidates for their interest,

however, only those selected for an interview will be contacted.

Please note that all positions are dependent upon receiving funding support.