



Employment Opportunity – Event/Media Co-ordinator

Contract – January – March 31st, 2010

Meaford has been selected as the host of the inaugural launch of the Eureka Exchange. This is a process to foster the greening of innovation designed to help micro-enterprise and small business. The event includes an onsite eco-fair. The highlight of the event is an interactive web based interaction television show using leading edge, high definition technology.

****This position has been entirely funded through The Centre for Business and Economic Development****

Qualifications

- Diploma/Degree in Marketing, Business Communications or Public Relations, or equivalent work experience in the marketing or event planning industry. The position will be filled with someone with 3 to 5 years of experience.
- Media and event planning capabilities that includes experience in dealing with business to business events.
- Excellent communication and networking skills to build connectivity with business organizations, educational institutions, nationally and internationally, and seamlessly liaise with a national management team.
- Works well independently with minimal direction, but also works well as part of a team.
- Ability to handle high pressure situations, efficiently with diplomacy.
- Excellent project management skills to take action according to the onsite and online event plans and manage local suppliers.
- Experience executing media releases and other communication, coordinated with the media leader for the Eureka Exchange.
- Networking experience in the “green business” industry would be an asset.
- Must have proficient skills in Microsoft Office software (including Power Point & Excel) and the internet.

- A good sense of humour and positive outlook.

Please respond by noon on December 23rd, 2009 by e-mail only to pfettes@meaford.ca providing a detailed resume and references. Only those candidates meeting or exceeding qualifications will be contacted for an interview.