



# City of Niagara Falls POSITION VACANCY

<b>Call Number:</b>	<b>2025-16</b>
Position:	<b>Event and Programme Assistant</b>
Type of Vacancy:	Summer Student – Non Union May to August 2025
Work Schedule:	35 hour work week including evenings and weekends
Hourly Rate:	\$19.89 per hour+ 4% vacation pay Individuals have the opportunity to join the OMERS pension plan
Posting Date:	March 6, 2025
<b>Closing Date:</b>	<b>March 21, 2025 at 4:00 p.m.</b>

The City of Niagara Falls is looking for a summer student to work in our Culture division as an Event and Programme Assistant. The student will assist with cultural activities that enhance the quality of living in the City of Niagara Falls for its' residents.

### Responsibilities:

- Assist with planning of events, research and service delivery as required.
- Coordinate event logistics with Culture Staff. This involves communicating with local artists, vendors and other providers to ensure that budgets, timelines and other considerations are met.
- Assist with the logistics, marketing and delivery of cultural events (Niagara Falls Night of Art, NFX Nights and other).
- Assist with alcohol service and sales.
- Assist with local and regional marketing initiatives.
- Speak to stakeholders about events and activities.
- Development and distribution of collateral material for events.

### Requirements:

- Enrolled in full-time studies for the semester preceding the upcoming summer and returning to full-time post-secondary studies.
- Post-secondary education in a related field will be considered an asset.
- Smart Serve certificate will be considered an asset.
- Highly organized, detail-oriented with strong communication skills.
- Ability to follow simple written and oral instructions and work with minimal supervision.
- Excellent computer and customer service skills.

### To Apply:

Submit your cover letter and resume at [www.niagarafalls.ca/jobs](http://www.niagarafalls.ca/jobs)

Applications must be submitted online and will be accepted until 4:00 p.m. on **March 21, 2025.**

*The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of The Municipal Act and will only be used to determine suitability for this position.*

*We thank all applicants for their interest, but only those advancing through the selection process will be contacted by email.*