



EMPLOYMENT OPPORTUNITY

Director of Community Events

May 7th, 2026

The Town of Gambo is presently accepting resumes for the position of Director of Community Events under the Job Creation Partnership Program

This position will be responsible for organizing key summer celebrations such as Canada Day and the annual Smallwood Days Festival.

This is a 15-week, non-EI insurable position.

Some of the duties will include:

- Working with a volunteer committee to plan, coordinate and facilitate all events,
- Managing social media and promotions,
- Securing donations and sponsorship,
- General office duties, including financial records for all events.

Further information relating to this position can be found at [www.townofgambo.com/Council/Employment Opportunities](http://www.townofgambo.com/Council/Employment%20Opportunities)

Deadline for submitting resumes is 4:30 p.m. on Friday, May 15th, 2026.

Please forward resume to:

Town of Gambo
Director of Community Events
Attention: Lorne Greene, Town Clerk
P.O. Box 250
Gambo, NL A0G 1T0

Email: lorne.greene@townofgambo.com
Fax: 709-674-5399

Lorne Greene
Town Clerk

Director of Community Events

May 7th, 2026

The Town of Gambo is presently accepting resumes for the position of Director of Community Events. This position will play a vital role in the development of the Smallwood Days Festival, held during the Civic Holiday Weekend in August, as well as the Canada Day Celebrations.

Specific Duties and Responsibilities:

- Responsible for the planning and implementation of the Smallwood Days Festival and the Canada Day celebrations, as well as occasional assistance with the summer recreation program when time allows.
- Responsible for overseeing volunteers involved in the events.
- Responsible for managing social media and promotions.
- Responsible for securing donations and sponsorship.
- Responsible for the daily operations of the Festival Office including general office duties and financial records of each event.
- Responsible for other related duties as assigned by Town Clerk, Town Manager, and the Recreation Director/EDO.

Knowledge, Skills and Abilities

- Training and experience in the tourism field including events organization and coordination an asset.
- Excellent public relations and communication skills.
- Ability to work flexible hours with evening and weekend work required during scheduled community events.
- Ability to work in a computer active environment and multi-task in a fast-paced environment.
- Ability to keep clear, concise records of inventory.
- Ability to work with minimal supervision.
- Ability to motivate a team and be self-motivated.

Conditions of Employment

- Access to a vehicle and a valid Class 5 driver's license.
- Letter of Conduct and Vulnerable Sector Check.
- \$685.00/week for fifteen weeks.
- Must live in the province.
- Must be Canadian citizens or permanent residents who can legally work in Canada.
- Must be approved by the department under Section 25 of the Employment Insurance Act.
- Must have an employment plan that shows the JCP work experience supports a reasonable job goal.