



Employment Opportunity

Recreation/Communication Coordinator

Contract

The Town of Elk Point is seeking a confident, energetic, team-oriented, self-starter and personable professional to join our team as a Recreation/Communication Coordinator.

Reporting to the Chief Administrative Officer, this position is responsible for the coordination and promotion of recreation programming including special event planning, administering Town's social media.

This is a part time **contract position** with flexible work hours with a monthly remuneration of \$1700.00. Evening and/or weekend hours would be necessary on occasion. You will find a detailed job description on the Town of Elk Point website under <http://www.elkpoint.ca/Employment-Opportunities>.

Please email your resume and three (3) work related references to cao@elkpoint.ca, or fax to 780-724-2762, or mail/drop off in person at the Town Office.

Application Return: Town of Elk Point
4914-50 Avenue
PO Box 448
Elk Point, AB
T0A 1A0

Closing Date: October 30th, 2018 at 12:00 (NOON)

We thank all applicants for their interest, however, only those selected for an interview will be contacted.