



## **Project Coordinator – EPCOR RiverFest (6-8 Month Contract)**

Do you excel at project coordination, are you a savvy communicator who gets energized by events, and do you have a love for the river valley (really, who doesn't!)? Well, the River Valley Alliance has an exciting contract opportunity to support the area's first and only river valley festival – EPCOR RiverFest!

2017 EPCOR RiverFest drew nearly 3,000 attendees over three days, across three locations (Edmonton, Devon, Fort Saskatchewan). Attendees participated in land and water activities, including nearly 1,500 participants on 600 rafts – many of them first-timers on the water – who floated safely down the beautiful North Saskatchewan River.

Now in its second year, EPCOR RiverFest promises to be even bigger and better. **And we're seeking a full-time Project Coordinator for a term of 6-8 months (beginning in March) to help make that happen.**

Responsibilities include:

- Coordination of festival planning/meetings and internal communications with municipal event planners from three sites (Devon, Fort Saskatchewan, Edmonton)
- Implementing and monitoring event planning deadlines
- Leading or supporting on-the-ground event logistics as needed (including logistics for some on-the-water activities)
- Coordination of RVA's outreach presence at EPCOR RiverFest (including managing RVA volunteers)
- Tracking and reporting on festival budget
- Managing online event registration
- Preparation of final event evaluation and report (including budget reconciliation)
- Tactical support for festival promotions, media events, social media, and website as needed

Energetic and self-motivated, the ideal candidate possesses the following:

- Background in project management and/or event planning (project management or event planning diploma considered a strong asset)
- Proven results in mobilizing and coordinating a large team to execute a complex project/event
- Communications or marketing experience (including social media and website content)
- Experience working with volunteers and corporate partners
- Strong verbal and written communication
- Strong multi-tasking and time management skills
- Equally effective in both a team environment as well as working independently
- Must possess own vehicle and be willing to travel to Devon or Fort Saskatchewan for events/meetings as needed
- Ability to start in early March 2018

**To apply, please send cover letter and resume by Feb. 19, 2018 to:**

[connie.smart@rivervalley.ab.ca](mailto:connie.smart@rivervalley.ab.ca)

**About the River Valley Alliance (RVA):** The River Valley Alliance is a not-for-profit company owned by the seven shareholder municipalities that border the North Saskatchewan River in the Edmonton region: the Town of Devon, Parkland County, Leduc County, the City of Edmonton, Strathcona County,

the City of Fort Saskatchewan, and Sturgeon County. The RVA's goal is to preserve, protect and enhance the largest metropolitan river valley park system in the world – a legacy for generations to come – and connect it with trails and accessible features. [www.rivervalley.ab.ca](http://www.rivervalley.ab.ca)

**About EPCOR RiverFest:** Last Fall, the RVA introduced the first annual EPCOR RiverFest to celebrate outdoor recreation and the joy of discovering nature in the river valley. Over three days in three different locations – and all along the length of the river valley park system – EPCOR RiverFest brought together community groups, municipal services, retail businesses and corporate partners to offer attendees a festival worthy of the river valley that we all treasure. [www.epcorriverfest.ca](http://www.epcorriverfest.ca)