



Event Coordinator – Sparwood Coal Miner Days Contract Position

Organization: Coal Miner Days Society of Sparwood

Location: Sparwood, BC

Contract Term: January – June (6 months) 2026

Compensation:

- January – May: \$1,000 per month
- June: \$2,000
- All payments made on the **last day of each month**

About Sparwood Coal Miner Days

Coal Miner Days is a long-standing community celebration in Sparwood, BC, honouring the town's mining heritage and community spirit. The festival brings together residents, visitors, businesses, and community groups for several days of family-friendly events, entertainment, and activities.

The Event Coordinator is a key representative of the **Coal Miner Days Society Board** and the **community of Sparwood**, helping ensure a safe, inclusive, and successful event.

Position Summary

The Event Coordinator is responsible for planning, organizing, and executing the annual Sparwood Coal Miner Days festival. This includes working closely with the Coal Miner Days Society Board, community partners, sponsors, volunteers, vendors, and municipal departments to deliver a well-run, community-focused event.

This is a part-time, contract role with variable hours. Workload is lighter January–March and increases significantly in April–June, especially during the festival week. Must be present onsite during Coal Miner Days Week June 8 – 14, 2026.

Key Responsibilities

Planning & Coordination

- Develop and manage an event work plan and timeline from January through June.
- Coordinate logistics for all festival activities (e.g., parade, family events, entertainment, vendors, contests, ceremonies).
- Book venues, equipment, entertainment, and services as approved by the Board.
- Ensure all required permits, licenses, and insurance are obtained and current.

Board & Community Representation

- Act as the primary operational contact for Coal Miner Days on behalf of the **Coal Miner Days Society Board**.
- Represent the event and Society in a professional, positive manner with all community members, businesses, and partners.
- Attend Society and planning meetings; provide regular updates, reports, and recommendations.

Volunteer & Stakeholder Management

- Recruit, organize, and support volunteers for various event roles.
- Coordinate with community groups, nonprofits, and local organizations to plan and deliver activities.
- Liaise with the District of Sparwood and other agencies (e.g., public works, emergency services) as needed.

Sponsorship, Vendors & Marketing Support

- Assist with sponsor and donor coordination (communication, recognition, gathering logos/info).
- Coordinate vendor applications, approvals, site placement, and event-day support.
- Provide content and information for website, social media, posters, and other promotional materials (actual posting/design may be handled by others, as directed by the Board).

Budget & Administration

- Work within an approved event budget; seek approvals before committing expenditures.
- Track expenses, invoices, and contracts and submit them to the Board/treasurer in a timely manner.
- Prepare brief post-event summary and recommendations for future years.

Event Delivery

- Be on-site and actively coordinating during Coal Miner Days, including evenings and weekend hours as required.
- Oversee event setup and teardown, ensure schedules are followed, and troubleshoot issues promptly.
- Help ensure a safe, inclusive environment in line with Society policies and community expectations.

Qualifications

Required:

- Proven experience in event planning, coordination, or a related role (professional, volunteer, or community-based).
- Strong organizational and time-management skills; able to juggle multiple tasks and deadlines.
- Excellent communication and interpersonal skills; comfortable working with the public, volunteers, and stakeholders.
- Ability to work independently with minimal supervision while keeping the Board informed.

- Comfortable representing both the **Coal Miner Days Society Board** and the **Town of Sparwood community** in a professional, respectful manner.
- Willing and able to work flexible hours, including evenings and weekends, particularly in June and during the festival.
- Basic proficiency with email, word processing, and spreadsheets.
- **Attend Monthly Planning Meetings:**
 - **January 7, Feb 14, March 18, April 8, May 13, June 3 – 2026**

Assets : Previous experience with community festivals or nonprofit organizations.

- Familiarity with Sparwood and the Elk Valley region.
- Experience working with volunteers and community groups.
- Valid driver's license and access to a vehicle.
- Criminal Record Check – Vulnerable Sector

Contract Details

- **Term:** January 1 – June 30 (flexible start date may be considered). 2026
- **Compensation:**
 - \$1,000 per month from January through May
 - \$2,000 for June
 - Paid on the **last day of each month**
- Hours are variable and may average low to moderate early in the contract, increasing significantly closer to the event.

How to Apply

Please submit the following:

- A brief cover letter outlining your event experience and connection to Sparwood or similar communities.
- Your résumé/CV highlighting relevant skills and experience.
- Examples of events you have helped coordinate, and a reference name/contact.

Send applications by email to: events@coalminerdays.com

Application deadline: **January 10, 2026**

Only those selected for an interview will be contacted.