Event Coordinator - Sparwood Coal Miner Days

Position: Event Coordinator (Contract, Part-Time)

Organization: Coal Miner Days Society of Sparwood

Location: Sparwood, BC

Contract Term: January – June (6 months) 2027

Compensation: $1,000/month (Jan–May), $2,000 (June) — paid 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 festival week. **Must be present onsite during Coal Miner Days Week: June 7 – 13, 2027.**

Key Responsibilities

- **Planning & Coordination:** Develop and manage an event work plan and timeline (Jan–June). Coordinate logistics for all festival activities (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.
- **Board & Community Representation:** Act as the primary operational contact for Coal Miner Days. Represent the event and Society in a professional, positive manner. Attend Society planning meetings and provide regular updates.

- **Volunteer & Stakeholder Management:** Recruit, organize, and support volunteers. Coordinate with community groups, nonprofits, and local organizations. Liaise with the District of Sparwood and public safety agencies as needed.
- **Sponsorship, Vendors & Marketing Support:** Assist with sponsor and donor coordination (communication, recognition, collecting logos). Coordinate vendor applications, approvals, site placement, and event-day support. Provide content for social media, website, posters, and promotional materials.
- **Budget & Administration:** Work within an approved event budget. Track expenses, invoices, and contracts. Prepare a brief post-event summary and recommendations.
- **Event Delivery:** Be on-site and actively coordinating during Coal Miner Days (including evenings and weekends). Oversee event setup and teardown, maintain schedules, troubleshoot issues, and ensure a safe, inclusive environment.

Qualifications

Required:

- Proven experience in event planning, coordination, or a related role (professional, volunteer, or community-based).
- Strong organizational, time-management, communication, and interpersonal skills.
- Ability to work independently with minimal supervision while keeping the Board informed.
- Willingness and ability to work flexible hours, including evenings and weekends, particularly in June.
- Basic proficiency with email, word processing, and spreadsheets.
- Ability to attend monthly planning meetings.

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.

How to Apply

Please submit your cover letter (outlining your event experience and connection to Sparwood or similar communities), resume/CV, and examples of events you have helped coordinate (including a reference name/contact) via email to:

coalminerdaysevents@gmail.com

Application Deadline: December 15, 2027

Only those selected for an interview will be contacted.