

EMPLOYMENT OPPORTUNITY

Community and Facility Coordinator

Permanent Full Time Position

The Town of Redwater is a progressive and action-oriented municipality that is poised for significant growth. Located just 5 minutes north of Alberta's Industrial Heartland and 35 minutes northeast of Edmonton, Redwater offers many benefits of a rural lifestyle but with immediate access to all urban amenities. This full-service community provides excellent recreation, culture, education and health care services to area residents. Please visit our website to learn more about our great community: www.redwater.ca.

The Community and Facility Coordinator is responsible for the overall administrative management and daily operations of Pembina Place and its associated facilities, including the Redwater Pool. Reporting to the Community Services Supervisor, this position oversees facility bookings, scheduling, lease agreements, contractor coordination, and customer service while supporting community programs and events. The coordinator acts as the primary contact for facility users, tenants, community organizations, and contractors, ensuring positive relationships and customer satisfaction. Responsibilities include managing and maintaining booking systems and facility schedules, coordinating with staff regarding maintenance and operational needs, assisting with marketing and promotional initiatives, processing registrations and payments, maintaining accurate records and filing systems, preparing reports and correspondence, supporting sponsorship and grant opportunities, assisting with budget development and financial tracking, maintaining inventories and operational documentation, participating in Occupational Health and Safety initiatives, and providing general administrative and operational support to ensure the efficient and effective use of Pembina Place and related community facilities.

Responsibilities

- Act as the primary contact for facility bookings, rentals, and customer inquiries. Manage schedules, registrations, payments, and booking systems to support daily facility operations.
- Work with community groups, tenants, contractors, sports organizations, and Town staff to support facility operations, programs, and events while ensuring customer satisfaction. Coordinate with the Parks and Facility Team Lead regarding maintenance, cleaning, and operational needs.
- Promote Pembina Place and Town events through social media, advertising, sponsorships, and community outreach. Assist with marketing materials and community engagement initiatives.
- Maintain accurate administrative and financial records including bookings, agreements, billing, inventories, reports, and filing systems. Assist with budget preparation, sponsorships, grants, and facility fee reviews.
- Attend department meetings, provide operational updates, assist with general facility upkeep as needed, participate on the Occupational Health and Safety Committee, and perform other related duties as assigned.

Qualifications:

- Post-secondary education in recreation, business administration, community development, marketing, or a related field would be considered an asset.
- Previous administrative experience, preferably in community services, recreation, or facility operations.
- Strong organizational, interpersonal, and customer service skills.
- Excellent written, verbal, and computer skills.
- Experience with Microsoft Office applications including Word, Excel, Outlook, and Publisher.
- Experience with booking and registration software systems would be considered an asset.
- Knowledge of municipal operations, community organizations, and facility operations is considered an asset.

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- Marketing, business planning, and public relations experience would be considered an asset.
- Valid Class 5 Alberta Driver's License required.
- Standard First Aid and CPR certification would be considered an asset.
- The successful candidate will be required to provide a Criminal Record Check and Driver's Abstract. Knowledge of health and safety such as WHMIS would be considered an asset.

A detailed position description is available on our website: www.redwater.ca

This is a permanent full-time position consisting of 37.5 hours a week. The Town offers a comprehensive benefits package and local Authorities Pension Plan. The wage for this position is \$69,012.59-\$79,273.77. Deadline to apply May 24th, 2026. Position will remain open until filled.

The Town of Redwater thanks all applicants for their interest, however only individuals selected for an interview will be contacted.

Please forward a cover letter, resume, and three work related references to:

Charity Melnick, Community Services Supervisor
Town of Redwater, Box 397, Redwater, AB, T0A 2W0
Email: cmelnick@redwater.ca Ph: (780)942-4101 Fax: (780)942-4415

