



Special Events Coordinator – Canada Summer Jobs Position

Norfolk County Agricultural Society

Contract Term: May 25, 2026 – August 21, 2026 (12 weeks, possibility of extension)

Hours: Approximately 40 hours/week, 9:00 AM – 5:00 PM

Wage: \$18.60/hour

About the Role

The Norfolk County Agricultural Society is seeking an enthusiastic and community-minded **Special Events Coordinator** to support the planning, organization, and delivery of major events held on the Norfolk County Fairgrounds. This Canada Summer Jobs (CSJ) position provides meaningful, hands-on experience in event management, community programming, and non-profit operations.

Working closely with the Events Manager, General Manager, and various departmental teams, the successful candidate will contribute to the success of the **Norfolk Night Market** and the **Norfolk County Fair and Horse Show**—one of the region’s most significant annual events.

This role offers a valuable opportunity for youth to develop professional competencies in communications, administration, project coordination, and stakeholder engagement.

Key Responsibilities

The Special Events Coordinator will support both planning and on-the-ground execution of event activities, including:

- Assisting with event set-up, logistics, scheduling, and on-site coordination
- Supporting sponsor, vendor, and volunteer communications
- Providing customer service to visitors, exhibitors, and community partners
- Assisting in event promotions, including distributing materials and assembling packages for school groups, community organizations, and tourism partners
- Conducting research and contributing ideas to enhance programming and guest experience
- Completing a variety of administrative tasks to support more than 30 volunteer committee chairs and 18 board members in event preparation

- Participating in team meetings and contributing to an inclusive, collaborative work environment

Qualifications & Skills

- Strong customer service, interpersonal, and communication skills
- Professional phone and email etiquette
- General computer literacy; experience with Google Workspace (Drive, Gmail, Docs) is an asset
- Strong organizational and time-management abilities
- Ability to work both independently and as part of a team
- Self-motivated, adaptable, and able to manage multiple tasks at once

Canada Summer Jobs Eligibility Requirements

To apply, candidates must:

- Be between **15 and 30 years of age** at the start of employment
- Be a **Canadian citizen**, permanent resident, or person granted refugee status
- Have a valid **Social Insurance Number**
- *Please note:* International students and youth with temporary work, visitor, or student visas are **not eligible** under the CSJ program

How to Apply

Please email your resume to: **jobs@norfolkcountyfair.com**

Subject Line: *SPECIAL EVENTS COORDINATOR*

Only those selected for an interview will be contacted.

Application Deadline: May 15, 2026