

Employment Opportunity



Contract Position- Santa Claus Parade Coordinator

Duration: July 15, 2025, through March 31, 2026

Position Summary:

The Town of Fort Macleod, in partnership with the Parade Committee, is seeking a qualified individual for the position of Santa Claus Parade Coordinator. This contract position will run from July 15, 2025, through March 31, 2026, with the primary responsibility of planning, organizing, and executing the annual Santa Claus parade. This year the parade is scheduled for November 29, 2025.

The Santa Claus Parade Coordinator will be responsible for various tasks, including but not limited to:

Pre-planning: Oversee all aspects related to permitting, venues, participants, sponsors, materials, and supplies.

Promotion and Advertising: Develop and implement strategies to promote the Santa Claus parade, ensuring maximum community engagement and participation.

On-site Supervision: Coordinate with the Town and local Volker Stevin representative to prepare the parade route, ensuring safe and efficient operations on the day of the event. Maintain order among participants and secure necessary regulatory support and permits from stakeholders.

Budget Management: Manage the budget allocated for the Santa Claus parade, ensuring fiscal responsibility, and provide regular financial reports as required.

Committee Meetings: Prepare minutes and agendas for committee meetings, facilitating effective communication and collaboration among committee members.

Post-Event Evaluation: Conduct year-end evaluations and prepare financial reports as deemed necessary by the Town and/or Parade Committee.

Additional Responsibilities: Undertake any other related duties as necessary to ensure the proper planning, organizing, delivery, and evaluation of the event.

Qualifications:

Proven experience in event planning and coordination.

Ability to work collaboratively with diverse stakeholders.

Knowledge of local regulations and permitting processes.

Excellent organizational and communication skills.

Strong budget management skills.

Work from your home with your own schedule, committee meetings scheduled as needed in coordination with committee members.

Application Deadline: June 26, 2025

Compensation: \$8500.00 per annual contract and is paid quarterly, with the final payment being released at the conclusion of all required post event reporting (will be prorated for the partial 2025 year). Specific details to be outlined in the employment contract.

How to Apply:

Interested candidates may submit a resume, cover letter, and references to Liisa Gillingham, Director of Community & Protective Services at dircps@fortmacleod.com or via our webpage www.fortmacleod.com. Please include "Santa Claus Parade Coordinator Application" in the subject line.

CLOSING DATE: 4:00 pm June 26, 2025, however interviews will happen throughout the posting period, and the post will remain active until a candidate has been selected.