

Position:	Event Coordinator
COMPANY:	Calnash Ag Events Center
LOCATION:	Ponoka
HOURS:	Full-time
SALARY:	Not Posted
REQUIREMENTS:	<ul style="list-style-type: none"> • 2+ years of event, hospitality, or venue management experience • Exceptional customer service, communication and organizational skills • Sales and revenue management experience preferred. • Ability to work evenings and weekends as required.
DUTIES:	<ul style="list-style-type: none"> • Serve as the primary contact for clients from booking through event completion. • Manage event details, scheduling, and team communication. • Ensure compliance with safety policies and facility standards. • Drive event sales and manage / preview billing and AR collections. • Supervise staff scheduling and approve timecards. • Oversee bar inventory, camping bookings, and effective parking logistics. • As a key team member, effectively communicates event setup, execution, and teardown details with internal and external teams.
POSTING DATE:	March 4, 2026
CLOSING DATE:	Open until filled
HOW TO APPLY:	Submit your resume to paecshr@gmail.com