

The Pioneer Event Corporation (PEC) - RETAIL AND EVENTS COORDINATOR

PEC has an immediate need for a Retail and Events Coordinator to manage our ice cream shop. Lanny Boy's Ice Cream is a family friendly, dog friendly, pop up ice cream shop located in the Pioneer Building situated in the heart of Calgary's historic Stephen Avenue.

The position will be full-time contract from July 1st to September 30th, 2021, with the potential to become a full-time permanent position thereafter supporting other retail and events efforts located in the Pioneer spaces.

Responsibilities:

Overall responsibilities of the ice cream shop including:

- Inventory/ordering
- Staff Scheduling
- Staff Training
- Cash Out
- Social Media
- Other duties and responsibilities as assigned

Additional responsibilities:

- Support on event sales and coordination
- Onsite event support

Qualifications:

- Ability to work in a fast-paced environment and meet tight deadlines with limited supervision
- Ability to work independently and within a team environment
- Excellent communication skills and a strong attention to detail

Soft Skills:

- Motivated and responsible
- Goal oriented
- Organized
- Creative problem solver
- Effective communication skills
- Accurate & able to multitask in a fast-paced environment

Future Potential:

Lanny Boy's will wind up seasonal operations at the conclusion of September. At that point, there is the potential that this position will evolve into a permanent role around coordinating additional pop-ups within the Pioneer events space, as well as sales and promotion of the venue

and support of other events hosted in the venue. The role will potentially involve on-site event coordination, client lead generation, as well as client outreach and relationship management.

The Fine Print:

Preference will be given to candidates with 3+ years experience in retail and/or store management, with previous experience in events marketing and support being a plus.

The position is a contract position and will pay \$17.50 per hour with a guaranteed 40 hours per week. Hours will vary from week to week and the successful candidate will need to have the flexibility to accommodate as such.

Please forward your cover letter and resume to:

events@thepioneer8th.com