



4460 Beresford St, Burnaby, BC
604-431-0400
www.burnabynh.ca

Summer Student Event Planner

Job Description:

The position of the Event Planner requires a positive, energetic, and experienced person with good organizational skills and experience recruiting and supporting volunteers. This position will plan and implement summer BBQ's, recruit and support volunteers for an interactive display at Metropolis at Metrotown and support the administration staff.

General Duties and Responsibilities:

- Promotes Neighbourhood House program philosophy by ensuring programs have the opportunities to interconnect and achieve participant integration across program areas.
- In consultation with staff, plans 3 BBQ's and 1 street party
- Prepares for and shops for event supplies.
- Sets-up and takes down event supplies.
- Works in cooperation with staff and volunteers to implement and evaluate events.
- Works within budget limits.
- Recruits, interviews, places and provides leadership to volunteers.
- Participates in regular staff meetings and training sessions.
- Develops positive relationships with participants and acts as a role model and mentor.
- Assists with front reception and information referral.
- Performs other duties as required.

Qualifications:

1. Must be at least 19 years of age.
2. Knowledge and awareness of issues surrounding diversity and multiculturalism.
3. Excellent interpersonal, organizational and communication skills.
4. 1-2 years experience event planning.
5. 1-2 years experience supervising staff or volunteers
6. Current 1st Aid and CPR certification .
7. Current criminal record search.
8. Second language (an asset).
9. Level 1 Foodsafe certificate (an asset).
10. Class 4 Driver's License (an asset).
11. Own a vehicle or have access to a vehicle.
12. This is a federal grant, which requires the applicant be a full-time student. The applicant must have been enrolled last term in full-time courses and returning as a full-time student in September 2018.

Hours of Work & Rate of Pay:

Summer Event Planner will work 35 hours a week. The wage is \$16.90/hr. 4% holiday pay will be added. This position starts May 28th and ends August 17th (12 weeks inclusive) and no time off can be taken off, excluding Statutory Holidays.

Accountability:

The Summer Event Planner reports to and is supported by the Program Directors

Please reply with a resume and cover letter quoting the position you are applying for to:

Address: 4460 Beresford St, Burnaby, BC V5H 0B8 Email: kimberly@burnabynh.ca

We thank you for your interest in this position, however only short listed candidates will be contacted.

Closing date: Friday, May18th