



## Special Events Assistant (Canada Summer Jobs)

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**Date Posted:** May 16, 2022

**Competition Number:** 030-22/23

**Locations:** Penticton, BC

BGC Okanagan invites applications from qualified individuals for role of Special Events Assistant. This position will support Special Events and Fundraisers happening throughout the Okanagan for the organization.

This is an 8-week position through the Canada Summer Jobs Program, qualifications are listed below.

### We can provide:

- Many opportunities for professional development
- Fun, positive work environment

### Key Duties and Responsibilities:

- Assist in the development, implementation and evaluation of Agency Special Events and other fundraising activities throughout the summer including virtual events.
- Assist with facilitating special events already organized by the agency such as Moonlight Movies, Golf4Kids Day whether in-person or virtual.
- Work with clubs to support them in implementing special events for children and families.
- Assist with the recruitment and support of event Volunteers.
- Assist with the administrative tasks required to facilitate events including: Data Entry, E-Communications; Event Registration site build, Event supply management
- Assess risks and ensure safety procedures are met to minimize risks for in-person events.
- Work within the events budget.
- Understand and adhere to Agency policies and procedures related to events and volunteers.

### Qualifications:

- Be between the ages of 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, a permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Excellent interpersonal skills and communication.
- Ability to work both independently and with a team.
- Successful completion of Agency screening process, including criminal record check

**Hours:** 35 hours per week for 8 weeks

**Rate of Pay:** \$16.48 per hour

**Closing Date:** Open until filled

### Application Process:

Please apply in writing with a cover letter and resume to:

E-mail: [jobs@bgco.ca](mailto:jobs@bgco.ca)

*As an equal opportunity employer, BGC Okanagan is committed to the prioritization of equitable and inclusive employment practices. Our goal is to be representative of the communities we serve, and we encourage applications from communities which are structurally marginalized based on race, disability, age, sex, religion, sexual orientation, nationality, social or ethnic origin, gender identity and/or expression. If any candidate needs any accessibility support throughout the hiring process, we will accommodate such requests when made. You will only be considered for a position with BGC Okanagan if you're legally entitled to work in Canada. Eligible applicants include: Canadian citizens, permanent residents and refugees in Canada with legal status.*

*We appreciate and thank all applicants for their interest, however only short-listed candidates will be contacted.*