



Volunteer Coordinator and Event Support (Canada Summer Jobs)

Temporary Part-Time - 30 hours a week

\$21.00/hour

May-June (8 weeks)

This position is contingent on funding through the Canadian Government's Canada Summer Jobs (CSJ) program. CSJ is part of the Youth Employment and Skills Strategy, designed to support young Canadians by helping them develop essential skills and gain paid work experience. The program creates valuable summer employment opportunities for youth aged 15 to 30, benefiting both local businesses, non-profits, and government sectors. The primary goals of CSJ are to create high-quality jobs, foster skill development, and improve youth employability.

ABOUT THE POSITION:

The Special Events Organizer: Volunteer Coordinator and Event Support will provide administrative and logistical support for the planning and execution of Everybody Belongs, BC's largest event focused on intellectual and developmental disabilities, inclusion, and diversity, taking place from June 19-22.

Key Responsibilities:

- Support registration using the event software Cvent and responding to emails.
- Coordinate event volunteers, including recruitment, onboarding, and scheduling.
- Assist with pre-event logistics (packing materials, printing, signage), event support from June 18-22, and post-event tasks (report creation, data entry, follow-ups with speakers, volunteers, and vendors)
- Participate in regular meetings with internal staff, partners, and stakeholders
- Perform additional duties as assigned

ABOUT THE WORK:

This is a summer term, hourly position working 30 hours per week for 8 weeks. Supporting the special event (Conference June 19-21) will require working extended hours, with overtime taken as time off.

- When you work: this position operates primarily within general office hours of 8:30 – 4:30 pm, Monday to Friday. This role will require extended hours June 19-21.
- Where you work: this position is located at the Inclusion BC office located in New Westminister, BC.

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- **Pace of Work:** This position operates in a fast-paced office environment with high day-to-day variability, including handling unanticipated requests from the supervisor, employees, and volunteers, as well as providing support for a deadline-driven conference event. As such, moderate mental stress is expected.

Physical Conditions & Requirements:

This role may involve up to 100% computer monitor use. It may also require lifting up to 20 pounds and being on your feet for extended periods during the onsite conference working hours.

SKILLS & ABILITIES

- Working knowledge of Microsoft Office programs, particularly excel and outlook.
- Knowledge of Cvent event software will be considered a huge asset.
- Fluent working verbally and in writing in English.
- Exceptional communication, organization, and time management skills.
- Ability to prioritize and problem-solve under pressure.
- Be positive, adaptable, and be willing to learn.
- Ability to work independently and as part of a team.
- Enjoys working with diverse groups.

EDUCATION, EXPERIENCE, & ACCREDITATIONS

- Undergraduate or graduate student studying event management, business, marketing, communications, or a related field preferred.

JOB REQUIREMENTS & LICENSING

To be eligible to apply, the youth must:

- Be between 15 and 30 years of age at the beginning of the employment period*
- Have a valid Social Insurance Number
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.*

***International students are not eligible participants. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international*

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student's time in Canada does not allow for a long-term connection to the labour market. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.

START DATE:

- 05 May 2025 - may be adjusted, or until suitable candidate is identified.
- Applicant MUST be available to work JUNE 18-21, including evening hours
- Term Length 8 weeks, subject to Canada Summer Jobs funding (funding has been confirmed).

ADDITIONAL INFORMATION:

- This position is contingent on funding through the Canada Summer Jobs program (funding has been confirmed).
- We are strongly committed to diversity and inclusion and aim to create a healthy, accessible, and rewarding work environment which highlights employees' unique contributions to our organization's success. If you require any accommodations, please feel welcome to us know in your application or at any time during the hiring process.

HOW TO APPLY:

If you are interested in this opportunity, please submit your RESUME and COVER LETTER as one PDF document by emailing conference@inclusionbc.org.

We thank all applicants for their interest in working with Inclusion BC as a Canada summer jobs student. Due to the volume of applicants, only those shortlisted for an interview will be contacted.