

Canada Summer Jobs funded position

Event Assistant

8 week contract

2 positions are available

Start Date: May 18, 2026 End Date: Jul 10, 2026

Start Date: Jul 6, 2026 End Date: Aug 28 2026

Hourly wage \$17.60, + Vacation payment

35 hours per week

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35 hours per week

Work can be hybrid. Some work days need to be in Waterloo Region

English level: Minimum a level 6 CLB or intermediate

Version: #1

Key Responsibilities

- Assist with planning logistics for community events and newcomer engagement sessions.
- Prepare event materials, including agendas, handouts, signage, and digital content.
- Coordinate with volunteers, support volunteer task assignments, and track progress to ensure task completion.
- Support event registration and communication with participants.
- Assist with event setup, hosting support, and teardown for in-person participation.
- Assist with scheduling meetings, booking spaces, and organizing supplies.
- Document event processes to improve future event planning.

Skills and Qualifications

- Ability to support virtual, in-person, and hybrid events in a fast-paced environment.
- **Digital Skills:** Experience using online tools for event promotion, scheduling, registration, and hybrid event management.
- **Technical Skills:** Proficiency with Google Workspace, volunteer communication platforms (Whatsapp), learning tools for hybrid events, and registration systems.
- **Problem-Solving:** Capacity for responding to logistical challenges and improving event workflows.
- **Creativity & Innovation:** Ability to enhance event materials and engagement strategies.

Mentorship and Support Provided

- Guidance on careers in nonprofit and community event work.
- Support in building leadership and organizational skills.
- Reflection discussions following event experiences.
- Opportunities to observe experienced volunteers and staff.

In order to be eligible, participants must:

- o Be between 15-30 years of age, at the start of the funded position.
- o Be a Canadian Citizen, permanent resident, or someone to whom Refugee Status has been granted/conferred.
- o Have a valid SIN
- o International students, and those who are here in Canada on a work, youth, or visitor visa/permit are not eligible for the program.

**This job description pay change. Please reference the job description version code when applying.*

Apply even if you do not believe you have all of the qualifications. We prioritize people who want to make a difference, are dedicated, hardworking, and show an ability to learn.