

Event Planner

- Shan E Khalsa Gurmat Society, Abbotsford
- Wage: \$14.60 per hour
- Part Time: 20 hours/week
- Temporary (12 weeks)
- This position is a part of the Canada Summer Jobs Program with funding provided by Service Canada.

Shan E Khalsa not for profit agency located in Abbotsford. We are looking for a mature, energetic and knowledgeable individual to fill the Event Planner position to plan virtual events for our programs that runs from December 2020-February 2021

Responsibilities:

- Produce virtual events: webinars, web conferences, workshops
- Provide speakers and moderator support for meeting onboarding when appropriate
- Work closely with designers & illustrators for event collateral
- Prepare and review daily event schedule and escalate any issues, as appropriate
- Ensure the safety and well-being of each program participant (online and in-person)
- Communicating with Supervisor and fellow staff on a regular basis
- Providing individual support to youth
- Other duties

Requirements and Qualifications:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident, or a person on whom refugee protections has been conferred under the Immigration and Refugee Protection Act
- And legally entitled to work according to relevant provincial legislation and regulations (international students on a work/study permit are not eligible for the Canada Summer Jobs Program).
- Must be able to complete the full 12 week period

Knowledge and Skill Set

- Experience with online platforms, e.g. Zoom Webinar, Adobe Premiere, and other broadcast tools
- Well developed written, verbal, and active listening skills; able to communicate effectively and respectfully with people from a variety of backgrounds
- Able to work as a part of a team that includes staff and volunteers
- A positive attitude with creative and dynamic leadership skills
- Well developed time management and organizational skills
- Knowledge of community resources is an asset
- Strong computer skills
- Ability to speak another language is an asset (Punjabi)

How to apply:

Please email resume and cover letter in one document to:

Email: Academy@shanekhalsa.com

Please quote Event Planner in the subject line of email.

This deadline for submitting your application is Tuesday, November 24th