

## **Event Planner**

- Shan E Khalsa Gurmat Society
- Wage: \$15.20 per hour
- Part Time: 20 hours/week
- Temporary (12 weeks)

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/in-person events for our programs that run from Jun 28, 2021- Sep 19, 2021

### **Responsibilities:**

- Produce virtual & in-person 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:**

- Youth between 15-30 years old
- Must be a Canadian citizen, permanent resident, Convention refugee or Protected person (International students are ineligible to apply)
- Have a valid Social Insurance Number (SIN) and legally entitled to work in Canada
- 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](mailto:academy@shanekhalsa.com)

Please quote Event Planner in the subject line of email.