



Student Job Posting

Special Events Assistant

Mission Parks, Recreation & Culture is looking for a summer student to fill the role of Special Events Assistant. This position is a contract position for 16 weeks at 35 hours per week.

In this role you will assist the Department with the planning, administration, implementation and evaluation of a variety of events including Canada Day. If you are organized, thrive in a fast paced environment, have strong customer service skills and love working with people we welcome your application. Experience working with Microsoft Office Suite is required.

Applicants must have been full time students in the last academic year and be returning to school in the Fall of 2018.

Rate of pay: \$15.00/hr

Hours of work: 35 hrs/week including some evenings and weekends

Anticipated start date: April 30, 2018

Apply with your resume by April 13, 2018 via email to:

Mission Parks, Recreation & Culture

Amanda Tesluck, Program Coordinator

atesluck@mission.ca

Only those selected for an interview will be contacted.