



Job Posting

Special Events Assistant

Mission Parks, Recreation & Culture is looking to fill the role of Special Events Assistant. This position is a contract position for 14 weeks up to 35 hours per week.

In this role you will assist the Department with the planning, administration, implementation and evaluation of a variety of special events at Fraser River Heritage Park. Some events will include Sunset Markets in the Park, Old Car Sunday and 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.

This position is funded through Canada Summer Jobs and thus applicants must be between 15 and 30 years of age at the start of employment. Rate of pay: \$15.00/hr

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

Anticipated start date: May 6, 2019

Apply with your resume by March 22, 2019 via email to:

Mission Parks, Recreation & Culture

Amanda Tesluck, Program Coordinator

atesluck@mission.ca

Only those selected for an interview will be contacted.