Bridgeland-Riverside Community Association (BRCA) IS HIRING A SUMMER STUDENT!

Bridgeland-Riverside Community Association (BRCA) is a non-profit organization that serves the residents of Bridgeland-Riverside. Our purpose is bridging people through engagement across the past, present and future. We have a hall from which we operate programs and activities, and we host multiple events in our community. We activate spaces in the community, such as park areas and engage with residents.

We are looking for an enthusiastic student to help us this summer, as an EVENT PLANNER.

The summer student will work closely with the Program Director, General Manager and Market Manager. The position will be hands on with many of the BRCA programs, and assist with organizing events. The candidate will also be involved with marketing, social media and website updates. Communication is a big role of the position as well, both in person, written and online.

Position: Event planner
Hours: 30 hours/week (start and end times flexible)
Start Date: June 1, 2022 – 12 week position with potential for extension
Pay: $18/hour
You must be between 15-30 years old, as this position is from the Government of Canada Youth Summer Jobs Grant
Apply: ASAP email resume and cover letter to hall@bracalgary.org

Responsibilities:
• The position will include 15 hours per week as a Farmers’ Market Assistant. Working closely with the Market Manager and Committee, this includes:
  o Support operations of the weekly outdoor market (Thursdays 3:30-7:30 plus set up and tear down time, June 23 – October 6)
  o Vendor communication – communicating with vendors on market day, directing them to their booth locations, providing information and addressing concerns. Emailing vendors prior to markets.
  o Communication and marketing – specifically all social media promotions of market day, as well as promotion of market and vendors
  o Event management - including set up, tear down, traffic control, vendor communication, vendor set up
  o Database –assist to keep track of vendor information
  o Marketing – assist in writing community newsletter stories as needed.
• The position will also include 15 hours per week as Event and Hall Assistant. Working closely with the BRCA General Manager and BRCA Directors, this includes:
o Assisting with the BRCA Seniors Program, which involves helping to organize and set up weekly seniors programming (walks, games day, presentations, luncheons and other activities as they become available). Also helping to promote the seniors program including emailing, phone calls, putting up posters.

o Assist with BRCA website updates

o Assist with BRCA events and activities, which includes working with the Event Director to organize and set up community events, including promotion.

o Assist with other BRCA activities as needed

Qualifications

- Computer skills – Microsoft office suite, googledocs, social media, website updates using wordpress.
- Organized, ability to multitask
- Communication skills – verbal, written and online
- Ability to lift tables, tents and chairs
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Skills (that will be developed)

- Client services – this refers to the ability to communication efficiently and professionally with clients on behalf of the employer
- Teamwork – this refers to the skills needed to interact with other people and work together in groups to coordinate tasks, make decisions, solve problems and complete activities.
- Communication – this refers to the skills needed to exchange thoughts and information with other people. This can be verbally, written, as well as listening and body language
- Digital skills – skills needed to use digital systems
- Leadership – refers to a large numbers of skills including communication, relationships, responsibility.

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