
EMPLOYMENT OPPORTUNITY

Assistant Coordinator – Temporary - Steveston Salmon Festival and Steveston Farmers & Artisans Market

The Richmond Agricultural and Industrial Society (RAIS) is seeking an Assistant Coordinator to work with the Administrative Coordinator on all aspects of the planning and implementation of the 73rd Annual Steveston Salmon Festival, and also to provide administrative support to the 10th annual Steveston Farmers & Artisans Market. This position is supported by the Canada Summer Jobs program.

Duties and Responsibilities:

- Office administration
- Event planning, implementation, coordination and event operations including vendor relations
- Assisting with social media, website, marketing and public relations
- Any other related tasks as required

Required Qualifications:

- Is between 15 and 30 years of age (inclusive) at the start of employment
- Was registered as a full-time student during the preceding academic year
- Intends to return to school on a full-time basis during the next academic year
- Is a student in a secondary, post-secondary, vocational or technical program
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Is legally entitled to work according to the relevant provincial/territorial legislation and regulations
- Strong knowledge of MS Office and social media platforms
- Successful completion of a police information check

Desired Skills:

- Exceptional leadership and communication skills
- Physically fit
- Ability to think on your feet, make quick decisions under pressure and work cooperatively with a team
- Valid standard or emergency first aid and CPR

Hours of Work and Remuneration:

- 30 hours per week; must be available July 1 and 4 Sundays in July and August (Market dates)
- This is a temporary position, up to 16 weeks in duration depending on date of hire
- \$18.89 per hour

Please email your cover letter and resume to:

Richmond Agricultural and Industrial Society, Attn: Administrative Coordinator

Email: jfroese@richmond.ca

The deadline for receiving applications is **May 9, 2018 at 11:59 p.m.**

The Richmond Agricultural and Industrial Society thanks all applicants in advance for their interest.

Only those candidates under further consideration will be contacted. No phone calls please.