

SPECIAL EVENTS COORDINATOR

Purpose: To plan and organize International Bog Days and Jog for the Bog.

Duties:

- Research and solicit funding from corporate sponsors
- Coordinate volunteers
- Find and coordinate exhibitors and performers
- Develop marketing campaign for events
- Work with assistants to promote events through various media (newspapers, radio, TV, posters) and communications
- Work within a budget
- Organize activities
- Conduct interpretive tours of the Delta Nature Reserve
- Become familiar with
 - Role of Burns Bog Conservation Society
 - Delta Nature Reserve
 - Ecological importance of Burns Bog
- Work with volunteers and complete other duties as deemed necessary
- Represent Burns Bog Conservation Society in a professional manner

Benefits:

- Gain valuable employment experience in event planning, marketing and communications
- Independent working environment
- Receive training on the natural and cultural history and ecology of Burns Bog
- Develop your communication skills
- Meet new people
- Give back to your community

Requirements:

- Intermediate internet and computer skills (Email, internet, social networking, Adobe Creative Suite)
- Excellent organization skills
- College level English communication mandatory
- Outgoing, enthusiastic, reliable, mature and a team player
- Have a keen interest in event planning and promotion
- Must be a full-time student returning to school in the fall and 30 years of age or younger
- Criminal record check
- Valid BC driver's license and own transportation
- Sales experience is an asset

Time Commitment:

37.5 hours per week for 16 weeks

Responsible to:

Supervised by the President.

To qualify for these HRSDC Summer Student Positions, you must be a full-time student returning to school in the fall and 30 years of age or younger.

Submit resume and cover letter stating which position you are applying for. If you are applying for more than one position, SEND ONLY ONE resume but indicate your interest in covering letter.

Positions are subject to funding

Must be flexible for evening and weekend work

We thank all applicants for submitting their resumes however only successful applicants will be contacted. Thank you for your interest in the Burns Bog Conservation Society.

Application deadline: April 18, 2008

Start Date: May 18, 2010

End Date: September 3, 2010

Please apply via mail, fax or e-mail to:

Katie Bianchin

info@burnsbog.org