



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Vacancy: Events Assistant - Student

Job ID: J0226-0115

Department: Economic and Development Services

Posting Start Date: 2026/02/17

Posting End Date: 2026/03/01 by 4:30pm

Employment Group: 251 **Salary Grade** \$25.52 - \$30.06 per hour

Standard Weekly Hours of Work: 36.25

Shift Work Required: Yes

Important Information Please read before applying for this position

To be eligible for a summer student position with the City of Oshawa you must be currently enrolled in full-time studies at a community college or university and returning to full-time studies in the fall. Documentation from the school must be provided by the end of June indicating your intention to return to school at the end of the summer break in the current year. If this documentation is not received, you will be disqualified from the student employment program and will not be considered for future student employment opportunities.

The Events Assistant is an important component of the Economic Development workforce and is key to the successful coordination of events and community engagement. Students must commit to a full term of employment from Monday, April 20, 2026 up to and including Friday, September 4, 2026.

Student performance will be evaluated during the work term. Students employed in previous summers must reapply. Previous applicants or incumbents are not guaranteed an interview or employment from year to year.

Applications will be reviewed, and successful candidates are placed in a lottery. Those selected will proceed through the interview process.

We would like to thank all applicants. Please note that due to the volume of applications received only those selected for an interview will be contacted.

Reporting to the Supervisor, Events and Community Engagement, or designate, the Student Events Assistant will assist with the implementation of City of Oshawa events, City supported events, and community engagement programs. This includes programs and events such as: Community Clean Ups, Doors Open, Public Works Week, Indigenous Cultural Celebration, Peony Festival, Canada Day, Events in the Park, and Kars on King.

Responsibilities:

- Conduct research and analysis, and assist in the development and implementation of the following project areas: tourism strategy, event planning packages and resources, procedures, and user and participant surveys
- Provide administrative and logistics assistance for event meetings
- Assist with marketing and communication activities; provide support for event staff as necessary
- Provide event and program information via phone/email; receive applications, submissions, emails for events and community engagement initiatives
- Input and maintain data into Microsoft Office and other database software
- Perform general administrative duties, including photocopying, filing, and email correspondence
- Represent the City of Oshawa and the Department at events and when interacting with community groups, agencies, and the public
- Prepare and package materials for distribution; assist with event setup and teardown as required
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Perform other duties as assigned

Requirements:

- Completion of a minimum of one (1) year post-secondary in event planning, tourism, or recreation and leisure studies

- Excellent customer service and interpersonal skills, with the ability to interact courteously with the public, community members, and colleagues while maintaining positive working relationships
- Advanced communication skills with the ability to understand and follow detailed instructions across a variety of work assignments
- Possess a valid Ontario Driver's Licence, minimum Class "G", in good standing, and have access to a vehicle for all shifts
- Available to work evenings and weekend shifts
- Ability to work in varied conditions, including indoor and outdoor work
- Strong organizational and time-management skills, with the ability to prioritize tasks and meet deadlines while managing competing priorities
- Demonstrated creativity, enthusiasm, and a strong commitment to operating both independently and within a team environment
- Established skills in Microsoft Office applications and related software

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Apply Online: <https://www.oshawa.ca/city-hall/careers/>

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa

encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.