

## **Assistant Events Coordinator – Summer Student (Temporary, Full-Time) - 1907**

### **Close Date**

April 23, 2026

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

*Let's make Kamloops shine! Join our team today.*

### **Position Overview**

Be where it all happens this summer. From community festivals to local events, you will help turn plans into real experiences people enjoy.

As part of the Events team, you will take on a mix of hands on and behind the scenes work. One day you might be setting up tents, staging, and signage. The next, you could be supporting a live event, helping problem solve on the spot, or organizing event details and documentation. You will work with a wide range of people including City teams, event organizers, and community partners. This role offers a chance to experience the full life cycle of events while contributing to a team that brings people together in meaningful ways.

You will do well in this role if you like staying active, enjoy a fast-paced environment, and are comfortable adapting as things change. Being dependable, team oriented, and willing to jump in wherever needed will set you up for success.

If you are looking for a summer job that is active, varied, and connected to your community, this is it.

Our ideal candidate will possess the following qualifications:

#### **REQUIRED SKILLS, ABILITIES, AND KNOWLEDGE**

1. Good physical condition and the ability to lift up to 50 pounds.
2. Previous experience in event setup, facilities, hospitality, or customer service
3. Strong written and verbal communication skills.
4. Ability to exercise courtesy and tact in contact with co-workers and the general public.
5. Reliable, punctual, and able to work flexible hours, including evenings, weekends, and holidays.

#### **REQUIRED LICENCES, CERTIFICATES, ETC.**

1. Currently enrolled in a certificate or program in event management or a related field
2. Proficient in basic Word and basic Excel, as demonstrated through testing.
3. Valid BC Driver's Licence - Class 5.

Preference will be given to post-secondary students who live in Kamloops, or whose family maintains a residence in Kamloops.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. This position will receive 14% in lieu of all benefits, vacation, stat holidays, and health time.

**Hourly Rate**

\$21.632

**Hours & Days of Work**

8:00 – 4:00pm Tuesday to Saturday Non-normal hours with flexibility required, evenings and weekends may be required to support program operations.

**Hours per Week**

31

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email [hr@kamloops.ca](mailto:hr@kamloops.ca) or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at [kamloops.ca/careers](http://kamloops.ca/careers).