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## JOB POSTING

**Job Title:** Special Event Coordinator  
**Reports to:** Executive Director  
**Classification:** Special Project Employee (as per Collective Agreement)  
**Project Dates:** On or about September 15<sup>th</sup> – November 15<sup>th</sup>, 2025  
**Project Summary:** CCS will be hosting Castlegar's 3<sup>rd</sup> Community Connect Day in early November 2025. Role is managing all the logistics of preparing for, running and evaluation of the event. The coordinator will be supported in their role by an Event Committee. A budget will be provided. Hours are flexible however, must be available for increased hours the week before the event, during the week of event and after event.

### Key Duties and Responsibilities:

- Event Preparation like confirming presenters, vendors, distributing invitations, applying for grants
- Advertising like developing a brand for the event, booking interviews and media, using local networks
- Hosting and delivering the event like liaising with facilities staff, creating map of venue, hosting event, bi-weekly report to committee
- Evaluation and wrap-up of event

### Education, Training, Abilities and Experience:

- A secondary education would be an asset but not mandatory
- Experience with planning and organizing events
- Not-for-profit experience and knowledge of the vulnerable sector in the West Kootenay
- Creative thinking skills
- Strong written and verbal communication skills
- Ability to work independently and have strong time management skills
- Strong interpersonal skills and a pre-existing network in the community is an asset

### Wage:

- \$29.17/h (Grid 12 Program Coordinator I, Step 1), approximately 70 hours between end of September-mid November 2025. Concentration of hours are end of October and beginning of November
- 10.2% in lieu of vacation and stat holidays

### Additional Information:

- Access to reliable vehicle and valid Class V license
- Access to own/home work space

More details will be described in the interview. Please submit your covering letter and resume to:  
[info@cdcss.ca](mailto:info@cdcss.ca)