



## Special Events Planner

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

### About Vancouver Region Educational Services:

Vancouver Region Educational Services (VRES) is a non-profit organization offering accessible and meaningful learning experiences to communities across the Vancouver Region. We support growth through educational programs, youth initiatives, and community partnerships that encourage skill development, confidence, and creativity.

### About this opportunity:

As a Special Events Planner at VRES, you will coordinate events that promote student learning, community engagement, and awareness of educational programs. You will support planning, marketing, logistics, and on-site coordination for camps, workshops, open houses, school visits, and public outreach initiatives. This role requires strong organizational skills, communication, and initiative in collaborating with internal teams and external partners.

Key responsibilities are as follows:

- Plan and coordinate logistics for community events, workshops, open houses, public outreach, and program activities
- Assist with scheduling, material preparation, and venue coordination
- Collaborate with marketing staff to promote events and support graphic or digital communication needs
- Communicate event details to parents, community partners, and school contacts
- Track participation, feedback, resources, and expenses related to event planning
- Provide on-site support during events, including photography, registration support, facilitation, and documentation
- Assist in organizing camp showcases, program celebrations, or learning exhibitions
- Support program delivery and learning activities across Metro Vancouver



**Requirements:**

- Strong organizational and planning skills for coordinating large and small-scale events
- Ability to communicate clearly with families, community partners, and school staff
- Customer service experience or experience working with children, youth, or parents
- Ability to work 35 to 40-hour work weeks, including evenings and weekends based on assigned shifts
- Mobility to commute to event venues, schools, and community spaces across Metro Vancouver
- A valid Standard First Aid with CPR-C certification and a satisfactory Vulnerable Sector Check are required (not reimbursed). These may be obtained after securing the role but must be completed before the first day of work
- Candidates must be between 15-30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

**Assets:**

- Experience in event planning, coordination, or public outreach
- Knowledge of promotional strategies or event communication tools
- Fluency in more than one language (reading, writing, speaking, listening)
- Access to a car and a valid Class 5/7 British Columbia driver's license

This is a fully in-person position. Salary ranges from \$18-26/hour, dependent on experience, skills, education, and role.