



Vancouver Island Providence Community Association

1843 Tzouhalem Road Tel 250 746 4204 www.providence.bc.ca
Duncan, BC V9L 5L6 Fax 250 746 8616 provfarm@providence.bc.ca

Summer Job: Event Coordinator Assistant

The Organization:

Providence Farm is a therapeutic farm nestled at the base of Mount Tzouhalem in the Cowichan Valley on Vancouver Island, British Columbia. Since 1979, the Vancouver Island Providence Community Association, a registered charity and non-profit society, has been operating creative and innovative programs at the Farm for adults in the Valley with mental health issues, brain injuries and physical and emotional challenges.

Purpose of Position:

Working under and assisting the Site Manager and the Events Coordinator: tasks will be assigned as necessary and will include all aspects Special Events.

This is an assistant position; duties and responsibilities of this position include, but are not limited to:

- Setting up event equipment such as tents chairs, tables and music stage.
- Working with Site staff to maintain, clean and organize equipment for events with as many as 3000 people.
- Assuming additional responsibilities when agreed upon, at the request of the supervisor.
- Collaborating with other staff to help organize daily work assignments.

Education, Skills & Abilities:

Youth with fields of study and/or skill sets in the following areas would be considered a great fit for this position:

- Physically fit.
- Organized.
- Ability to manage time effectively.
- Working knowledge of word processing and spreadsheet applications.

In addition, we are looking for:

- Interpersonal communication skills and the ability to foster positive relationships.
- Organizational skills.
- Demonstrated teamwork.
- Ability to function independently.
- Proficient time and general management skills.
- Ability to model a healthy lifestyle.
- A warm and empathetic presence.

Other Requirements:

- Valid Criminal Record Check (vulnerable sector)
- Proof of Double Covid Vaccination
 - In accordance with the Provincial Health Order for day programming, all staff and volunteers of Providence Farm are required to be double vaccinated against the COVID19 virus. Proof of vaccination is a condition of employment.
 - Providence Farm is also following all COVID related work safe requirements and new employees will be orientated to these procedures upon starting work.

Canada Summer Jobs Criteria:

This position is supported by Service Canada, Canada Summer Jobs Program. As such, eligible applicants must meet the following criteria:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Hours of work:

- Weekdays between 8:00am - 3:00pm
- 30 hours per week
- Starting July 1, 2022 for 8 weeks employment

Compensation:

- \$18.00 per hour
- Vacation Pay at 4%, paid each pay period
- Cooked lunch for \$2/meal, when available.

Wellness:

The Farm acknowledges the importance of healthy lifestyles and workplace wellness. It is the expectation that all Personnel will maintain their psychological, physical, spiritual and intellectual health and function as role models to the Participants of the Farm and each other.

The Farm contributes to workplace wellness by maintaining a healthy workplace within the financial constraints of the Farm and in partnership with the Personnel of the Farm.

Equal Opportunity:

The Farm is an equal opportunity employer and encourages applications from applicants with disabilities, those representing visible minorities and new immigrant refugees.

Job posting deadline:

We are looking to fill this position immediately. The posting will remain open until filled. Please submit your resume and cover letter to jobs@providence.bc.ca. Please put job title in subject line.

*We are thankful to all applicants;
however, only those that are short-listed for an interview will be contacted*

Providence Farm acknowledges that for thousands of years the Quw'utsun, Malahat, Ts'uubaa-asatx, Halalt, Penelakut, Stz'uminus, & Lyackson Peoples have walked gently on the unceded territories where we now work.