



Event Planning and Program Assistant

The Pacific Canada Heritage Centre – Museum of Migration Society is looking for an organized, professional and positive individual to join us in a temporary full-time events planning role this summer.

Responsibilities:

1. Support the development and execution of PCHC-MoM events and programming;
2. Identify new opportunities with organizations representing newcomers to Canada, refugees, visible minorities, and Indigenous peoples;
3. Assist in planning a series of future educational and public programming to share the complex history of relations in Canada, particularly on the west coast;
4. Help to update our website, social media, newsletters, reports, proposals and recommendations for PCHC-MoM's activities;
5. Other duties as required.

Qualifications:

- Keen interest in and knowledge of issues of migration, immigrant and First Nations communities, and family/community history;
- Events planning experience;
- Good oral and written communication skills;
- Be proficient in using G Suite, CMS platforms, Facebook, Twitter and Instagram;
- Be a highly organized individual able to prioritize appropriately and adapt to changing circumstances when necessary.

This position is dependent on Canada Summer Jobs funding.

Candidates must be between 15 and 30 years of age at the start of the employment; have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year; 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: April 23-August 10 | 30 hours per week | Starting \$12.65/hour

Please send a resume and cover letter as one document to pchcmom.intern@gmail.com by 11:59 PM on March 25, 2018.

Shortlisted applicants will be contacted for an interview.