

## **SPECIAL EVENTS ASSISTANT**

**Purpose:** To help plan and organize International Bog Day and Jog for the Bog.

**Duties:**

- Research and solicit funding from corporate sponsors
- Coordinate volunteers
- Find and coordinate exhibitors and performers
- Work with Desktop Publisher and Education Coordinator to promote events through various media (newspapers, radio, TV, posters) and communications
- Work within a budget
- Organize activities
- Become familiar with
  - Role of Burns Bog Conservation Society
  - Delta Nature Reserve
  - Ecological importance of Burns Bog
  - Threats to Burns Bog and current issues
  - Conservation and how the public can help
  - FAQ's
- Continuously enhance your personal knowledge base by familiarizing yourself with the resources offered at the Burns Bog Conservation Society's office
- Set up displays at community events
- Work with volunteers and complete other duties as deemed necessary
- Represent Burns Bog Conservation Society in a professional manner

**Benefits:**

- Gain valuable employment experience in event planning, marketing and communications
- Receive training from experienced naturalists on the natural and cultural history and ecology of Burns Bog
- Develop your communication skills
- Meet new people
- Give back to your community

**Requirements:**

- Internet and computer literate (Microsoft Word and Excel)
- Well organized
- College level English communication skills mandatory; second language an asset
- Outgoing, enthusiastic, reliable, mature and a team player
- Have a keen interest in nature and event planning and promotion
- Be a full-time student returning to school in the fall and 30 years of age or younger
- Criminal record check
- Valid BC driver's license and own transportation
- Volunteer experience in a non-profit or sales experience is an asset

- First aid certificate is an asset

**Time Commitment:**

37.5 hours per week for 15 weeks

**Responsible to:**

Supervised by the Education Coordinator and managed by the President

Safety precautions are part of the Staff Employees and Procedures Manual that all employees must read. Brochures will be provided from WCB regarding safety procedures.

\*To qualify for these HRSDC Summer Student Positions, you must be a full-time student returning to school in the fall and 30 years of age or younger.\*

Submit resume and cover letter stating which position you are applying for. If you are applying for more than one position, SEND ONLY ONE resume but indicate your interest in covering letter.

\*\*Positions are subject to funding\*\*

\*\*Must be flexible for evening and weekend work\*\*

We thank all applicants for submitting their resumes however only successful applicants will be contacted. Thank you for your interest in the Burns Bog Conservation Society.

Application deadline: April 18, 2008

Start Date: May 13, 2008

End Date: August 23, 2008

Please apply via mail, fax or e-mail to:

Eliza Olson

Burns Bog Conservation Society

4-7953 120th St., Delta, BC V4C 6P6

Tel: 604.572.0373 Fax: 604.572.0374

Email: [eliza@burnsbog.org](mailto:eliza@burnsbog.org)