

## CANADA DAY EVENT ASSISTANT

The City of Camrose is seeking a temporary summer employee to assist with event planning for the Camrose Canada Day celebrations. The recruitment for this job opportunity will comply with the grant funding criteria outlined with Canada Summer Jobs.

### FUNCTIONS:

- Assist with event planning, fundraising, marketing, and promotions.
- Work with staff, volunteers and public at the Arts Centre.

### QUALIFICATIONS:

- Organizational skills.
- Personable and reliable with a strong work ethic.
- As pre-condition of employment, the successful candidate will be required to provide a satisfactory Class 5 Driver's Abstract and Police Information Check.

**HOURS OF WORK:** This is an 8 week position and includes approximately 30 hours per week.

**HOURLY WAGE:** The hourly wage for this position will be \$15.00 per hour.

**APPLICATIONS:** The City of Camrose is an equal opportunity employer and encourages individuals interested in this position to submit a cover letter and resume to the address below or in person by March 29, 2019 at 4:30 p.m.

***We appreciate and consider all applications; however only those selected for interviews will be contacted.***

### CONTACT

City of Camrose  
Attention: Arts Director  
Chuck MacLean Arts Centre: 4809 – 52 Street, Camrose, AB  
P: 780.672.9949 | E: [jcherry@camrose.ca](mailto:jcherry@camrose.ca) | W: [www.camrose.ca](http://www.camrose.ca)