



Fort Edmonton Foundation
Event Coordinator - Summer Student

Application Deadline: May 3, 2024

Job Type: Temporary, Full-Time (30 hours per week)

Duration: 9 weeks

Wage: \$20/hr

Start date: Flexible

Eligibility Requirements:

- Must be between the ages of 15 & 30.
- Must be a Canadian citizen, a permanent resident, or protected persons under the Canadian Immigration and Refugee Protection Act who is legally entitled to work in Canada.

The Fort Edmonton Foundation is a charity in Edmonton that raises funds, with community support, to bring capital projects and other initiatives to Fort Edmonton Park.

We are seeking an ambitious, organized, and enthusiastic summer student to support the events hosted by our Foundation. Our office is located in Fort Edmonton Park and we are getting ready for an exciting summer season at Edmonton's living history museum in our beautiful river valley. This opportunity also includes an ability to work remotely as well as in the park.

Reporting to the Executive Director, the Event Coordinator– Summer Student will support event management and research for the Foundation.

Tasks and Responsibilities:

- Assist with event management, such as day of logistics and working with partners to ensure event success
- Participate in events, community outreach and engagement, and donor appreciation
- Conduct an environmental scan of community fundraising events and potential partnership opportunities
- Execute an organizational S.W.O.T. analysis of existing and potential Foundation event
- Research tools and best practices to attract new markets for events and campaigns
- Other duties as required

For further information about the Fort Edmonton Foundation, please visit www.supportfortedmonton.com

Please send your resume and cover letter to info@supportfortedmonton.com by May 3, 2024. In your cover letter, please indicate when you would be available to begin the position.