



Special Events Organizer (Summer Student Position)

Richmond Multicultural Community Services (RMCS) is a non-profit organization located on the unceded Coast Salish lands of the xʷməθkʷəy̓əm (Musqueam), committed to serving the diverse communities of Richmond for over 35 years. We do this by providing services for newcomers as well as multiculturalism, inclusive communities, antiracism and diversity programming. RMCS invites applications for the following position:

Special Events Organizer (Full time: 35 hours per week)

We are seeking enthusiastic and dedicated individuals to join our team as Special Events Organizer for the Canada Summer Jobs program for the summer of 2025. As a Special Events Organizer, you will have the opportunity to gain hands-on experience in event planning, coordination, and execution. You will work closely with our experienced Inclusive Communities Program Team and Settlement Team to assist in organizing a variety of special events, including but not limited to workshops, cultural events, performances, and community outreach initiatives. This position offers a unique opportunity to develop valuable skills, and make meaningful contributions to our organization's mission. This is a contract position that runs until August 31, 2025.

Job Responsibilities:

Under the direct supervision of the Executive Assistant, this position will do the following:

- Assisting in the planning and coordination of special events from conception to execution
- Researching and securing event venues, vendors, and other resources
- Coordinating logistics, including event schedules, volunteers, and transportation
- Assisting with event promotion, community outreach and marketing efforts
- Providing on-site support during events, including setup, client/participant registration, and troubleshooting
- Collaborating with internal teams and external stakeholders and partners to ensure the success of each event
- Assisting with post-event evaluation and analysis to identify areas for improvement

Qualifications:

- Currently enrolled as a full-time student in a relevant field (e.g., Event Management, Hospitality, Marketing, Communications, etc.)
- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team in a fast-paced environment



- Proficiency in Microsoft Office Suite, Google Suite and Canva
- Previous experience in event planning, customer service, or related fields is preferred but not required
- Criminal Record Check Required
- 2nd language an asset
- Must be a full time student returning to class in September 2025
- Must be a Canadian Citizen or a Permanent Resident

Wage: \$17.40/hour

Posting Close: April 30, 2025

Please apply with a cover letter and resume to:

Attention: Yoshimi Vanrenen, Executive Assistant

Richmond Multicultural Community Services

Email: yoshimi.vanrenen@rmcs.bc.ca

RMCS values diversity and is committed to fostering an inclusive workplace. We appreciate all candidates for their interest; however, only those chosen for an interview will receive further communication. We encourage individuals from equity-deserving groups to apply and bring their unique perspectives to our team.