



STUDENT POSITION – EVENTS AND PROGRAM COORDINATOR

Job Description

The incumbent will act as a Coordinator for events and programs taking place during the summer season. They will participate in planning meetings with the Community Services Department team, assist with team coordination, and manage the resources required for each event. The incumbent will also participate in managing invitations and partnerships related to events. They will be responsible for implementing event and program preparation and logistics, assisting in the development of sports and recreational programs for youth, being present on-site during events, and preparing post-event reports. The position involves participation in various types of community events and projects.

Key Responsibilities

Event Planning and Organization

- Create, plan, and organize summer events (festivals, outdoor activities, workshops, concerts, etc.).
- Coordinate teams and manage the resources required for each event.
- Reserve venues for events and ensure their availability.
- Coordinate suppliers for the provision of materials (decorations, equipment, etc.).
- Assist with and supervise certain events.

Logistics Management

- Supervise event setup (installation, signage, sound equipment, etc.).
- Manage unforeseen situations and adjust plans as needed.
- Provide leadership to other student staff during event planning and execution.
- Assist in drafting and preparing communication materials (promotional texts, posts, emails, signage, social media content).

Required profile

- Hold a valid Class 5 driver's licence and have access to personal transportation to travel to work.
- Be currently enrolled in a college or university program and confirm a return to studies in September 2026.
- Strong written and verbal communication skills in French and English.
- Exceptional customer service skills.
- Autonomous, proactive, and solution oriented.
- Strong teamwork and interpersonal skills.
- Excellent organizational skills, strong follow-up abilities, and attention to detail.
- Demonstrate initiative, motivation, and the ability to work with minimal supervision; possess strong decision-making and crisis management skills.

Supervision / Training

- Mandatory training provided by the employer
- Supervision provided by the Community Development Officer

Employment Period: May 11 to August 25, 2026

Work Schedule: Thirty-five (35) hours per week. Flexible hours. Must be available to work evenings and weekends.

Salary: Starting at 19.65\$ per hour

How to Apply

- Please clearly indicate your current level of education and your age in your résumé.
- Submit your cover letter and résumé to mireille.melanson@shediac.ca.
- The application deadline is February 25, 2026.

For more information, please contact Mireille Melanson, Human Resources Manager, at (506) 532-7000 or mireille.melanson@shediac.ca.

The Town of Shediac reserves the right to require a criminal record check as part of the hiring process.