



Canada Summer Jobs: Special Events Coordinator

Tri-Cities Pride Society Special Events Coordinator

Wage: \$18.25/hour

Hours: 35 hours per week

Term: May 18 – July 10, 2026

Location: TriCities (community-based); remote when not on-site

Canada Summer Jobs #: 5404083

Overview

Reporting to the Secretary of the Board of Directors, and in consultation with the Festival Planning Committee and the Tri-Cities Pride Youth Committee, the Special Events Coordinator will support the planning and delivery of the Port Moody Youth Pride and Coquitlam Pride events. The Coordinator will participate in both committees to help carry out their decisions effectively.

About the Role

We're looking for an organized, community-minded coordinator to support Pride events across the Tri-Cities. If you enjoy events, people, and making things happen behind the scenes, this role is for you.

Tasks and Responsibilities

The Special Events Coordinator will support the administrative and operational functions of the Tri-Cities Pride Society, with a focus on event planning, coordination, and community engagement. Key duties include:

Event Support

- Assist with planning and delivery of Port Moody Youth Pride and Coquitlam Pride events
- Support coordination of vendors, performers, and community booths (outreach, confirmations, scheduling)
- Assist with event setup, on-site support, and takedown
- Help track and organize event supplies



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Administrative Support

- Provide basic administrative support (email, scheduling, file organization)
- Assist with preparing documents such as vendor lists, schedules, and checklists
- Support data entry and record keeping for events and contacts

Communications & Outreach

- Assist with social media content and scheduling
- Help create simple promotional materials (e.g., posters, graphics)
- Support community outreach and represent TCPS at events

Community Engagement

- Engage respectfully with diverse community members and support inclusive event practices
- Participate in team meetings and work collaboratively with board members and volunteers
- Communicate effectively and complete tasks in a timely manner

Education:

Post Secondary not required but considered an asset

Job Requirements:

- Be aged between 15 and 30 years old on the start date of the job;
- Have a valid Social Insurance Number (SIN); and
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.
- Be available for evenings and weekends as required

Assets (not required, but considered an advantage)

- Familiarity with social media platforms (Instagram, Facebook, TikTok, etc.)
- Experience with design tools such as Canva or similar software
- Experience with Google Workspace (Docs, Sheets, Drive) or Microsoft Office
- Strong written and verbal communication skills

Equity, Diversity & Inclusion

Tri-Cities Pride Society is committed to creating an inclusive, accessible, and affirming environment for all. We strongly encourage applications from youth facing barriers to employment, including 2S/LGBTQIA+ youth, Indigenous, Black and racialized youth, newcomers, and youth with disabilities.



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We offer a respectful workplace, responsive mentorship, and reasonable accommodations throughout hiring and employment. If you require accommodations at any stage, please let us know. We're happy to support you.