

Position: (Canada Summer Jobs) Event and Activity Assistant
Type: Summer Student - 12 weeks
Reports to: Program and Event Coordinator
Salary Range: \$18.00 per hour
Work Hours: 37.5 hours per week (June - August)

ELIGIBILITY CRITERIA

This position is funded through the Canada Summer Jobs program. To be eligible, applicants must be between 15 and 30 years of age at the start of employment; be a Canadian citizen, permanent resident, or a person granted refugee protection under the Immigration and Refugee Protection Act for the duration of employment; be legally entitled to work in Canada in accordance with applicable provincial or territorial legislation and regulations; and have a valid Social Insurance Number at the start of employment.

JOB SUMMARY

The Town of Stratford is proud to be an Equal Opportunity Employer. We are committed to fostering and maintaining a diverse and inclusive workplace. All qualified applicants will be considered for employment regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, or any other status protected by applicable law.

The Event and Activity Assistant reports to the Event and Program Coordinator, supports the daily operations of the Town's Recreation Department through administrative support, and program and events coordination.

DUTIES AND RESPONSIBILITIES

- Assist with event planning, including booking and creating activities
- Coordinate and book entertainment for events
- Research and develop new ideas to enhance summer and cultural events
- Provide ongoing updates on assigned tasks and event protocols
- Assist with tracking and updating event budgets
- Coordinate, supervise, and work closely with event volunteers
- Map out event sites and assist with event layout planning
- Support the development and implementation of event safety protocols
- Collaborate with the Environmental Sustainability Coordinator to explore opportunities to make events more environmentally sustainable
- Create and manage ongoing social media updates leading up to and during events
- Assist with event setup and teardown
- Support special projects like mural installations and Fairy Trail programming, including setup/cleanup, coordination help, and capturing photos for social media

Events: Canada Day, PRIDE in the Park, PRIDE Parade, Fall Fest (preparation), weekly activities & events for Town of Stratford Summer Day Camps.

SKILLS AND COMPETENCIES

- Organized and able to manage multiple tasks
- Positive attitude and willingness to learn
- Good communication and teamwork skills
- Comfortable working in a busy, fast-paced environment
- Creative and willing to share new ideas
- Interest in events, recreation, or community work
- Social media familiarity is an asset
- Detail-oriented and reliable

HOW TO APPLY

Please submit a cover letter, detailed résumé, by email to mweatherbie@townofstratford.ca. Your email must be clearly marked with the subject line "**Application for CSJ Event and Activity Assistant**" and received no later than 12:00 p.m. (noon) on Friday, May 1, 2026. Late submissions will not be considered. Only those applicants selected for an interview will be contacted.