

## **SUMMER EVENTS COORDINATOR**

### **St. Andrew's United Church, North Vancouver**

#### **Overview:**

The Summer Events Coordinator (SEC) will work as part of a team comprised of staff, church and community volunteers who welcome individuals and groups to St. Andrew's United Church year-round. Our staff is comprised of two Associate Ministers (full-time), a Community Outreach Coordinator (30 hours), an Office Administrator and Facilities Manager (30 hours), and a Communications Coordinator (14 hours). With limited staff and a very busy church in terms of programs and rentals, occasionally staff members are required to pitch in and do whatever needs to be done in order to meet a deadline, even if the particular task is not theirs. We hope the SEC will become an integral part of our team!

The SEC, reporting to and with guidance from the Community Outreach Coordinator, will successfully plan, organize, and implement the summer programs and events run or hosted by St. Andrew's, such as:

- The Annual Teddy Bear Picnic, a free and beloved community event that is attended by approximately 500 people, especially young children and parents
- Camp Spirit, a United Church of Canada summer day-camp for kids
- Block parties for the community

#### **Qualifications:**

- Some post-secondary education
- Ability to work well independently and with others
- Responsible, willing to learn, personable and friendly
- Valid Standard First Aid with CPR/AED Level C Certificate
- Valid Foodsafe Level 1 Certificate
- Valid Police Criminal Record Check
- Valid BC Driver's License and access to vehicle an asset
- Experience planning events, working with children, or administering educational programs/workshops an asset
- Ability to speak multiple languages an asset

**Salary:** \$23.00 per hour, 30 hours weekly (Tuesday-Friday, occasional evenings and weekends required)

**Duration:** May 11th - August 28th (16 weeks)

**Location:** St. Andrew's United Church, 1044 St. Georges Ave, North Vancouver, BC

This position is dependent on funding from the 2026 Canada Summer Jobs program.

We welcome expressions of interest from anyone, but especially encourage youth identifying as Black, Indigenous, 2SLGBTQI+, and/or as a part of any other marginalized group(s), to apply. We are committed to fostering an anti-racist and radically inclusive environment, and will not discriminate against applicants on the basis of race, sexuality, socioeconomic background, religion, or any other aspect of their identity.

**To apply for the position, please send a resume and cover letter by April 24th, 2026 to:**

Lia Watson, she/her  
Community Outreach Coordinator, St. Andrew's United Church  
[outreach@st-andrews-united.ca](mailto:outreach@st-andrews-united.ca)  
604-985-0408 ext 4.