



1695 Columbia Ave.
Castlegar, BC, V1N 1J1
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August 11 2026

WORK EXPERIENCE OPPORTUNITY

Community Engagement & Events Coordinator (Work Experience Placement - Paid)

Castlegar Community Services Society (CCSS) is excited to offer a **paid Work Experience Opportunity** through the **United Way Work Experience Opportunities Grant (WEOG)** program.

This placement is designed for someone looking to build practical skills in community engagement, event planning, communications, and project coordination while contributing to one of Castlegar's largest annual community events.

Working alongside the CCSS team and the Community Connect Day Planning Committee, you'll help organize and deliver **Community Connect Day**—a free event on November 16th 2026, that brings together local organizations, service providers, businesses, and community members to celebrate connection, increase awareness of community resources, and strengthen our community.

Whether you're looking to build your resume, explore a career in the non-profit sector, or gain hands-on experience coordinating a community initiative, we'd love to hear from you.

Placement Details

1. **Placement:** Paid Work Experience Opportunity (WEOG)
2. **Hours:** Up to **240 hours**
3. **Compensation:** **Paid** (*to be discussed*)
4. **Start Date:** August 2026 (flexible)
5. **Location:** Castlegar, BC



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Please Note: This opportunity is funded through the **United Way Work Experience Opportunities Grant (WEOG)**. Applicants must meet the eligibility requirements of the program.

Who Should Apply

This opportunity may be a great fit if you are:

- Interested in community development, event planning, communications, marketing, or the non-profit sector.
- Organized and able to manage multiple priorities.
- Creative, resourceful, and eager to learn.
- Comfortable communicating with a wide variety of people.
- Able to work both independently and collaboratively.
- Passionate about creating positive community experiences.

Previous event planning experience is an asset but **not required**.

What You'll Be Doing

Working alongside CCSS staff and the Community Connect Day Planning Committee, you'll have the opportunity to gain hands-on experience in:

- Coordinating the planning and logistics of a large community event.
- Building relationships with community organizations, presenters, vendors, volunteers, and sponsors.
- Assisting with event promotion through social media, community outreach, and local media.
- Helping organize event materials, schedules, venue logistics, and event resources.
- Supporting event setup, delivery, and wrap-up.
- Assisting with post-event evaluation and gathering feedback.



- Participating in planning meetings and contributing ideas throughout the project.

This placement provides meaningful, real-world experience while helping you develop transferable skills in project management, communications, event coordination, community engagement, and teamwork.

Skills You'll Develop

During this placement you'll gain experience in:

- Event planning and coordination
 - Community engagement
 - Communications and marketing
 - Project management
 - Volunteer and stakeholder coordination
 - Professional networking
 - Working within a non-profit organization
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Additional Requirements

- Access to a reliable vehicle and a valid Class 5 Driver's Licence is considered an asset.
 - Basic computer skills, including Microsoft Office and email.
 - Flexibility to work additional hours leading up to and during Community Connect Day on November 16th 2026.
 - Enthusiasm for working with community partners and the public.
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Eligibility



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This opportunity is funded through the **United Way Work Experience Opportunities Grant (WEOG)** and is intended for individuals who meet the program's eligibility requirements, including those receiving or eligible for:

- BC Employment and Assistance (Income Assistance)
- Disability Assistance
- Hardship Assistance
- Person with Persistent Multiple Barriers to Employment (PPMB) benefits
- Eligible First Nations Income Assistance programs

If you're unsure whether you qualify, please contact us—we'd be happy to discuss your eligibility and answer any questions you may have.

Working at CCSS

At **Castlegar Community Services Society (CCSS)**, we believe in building stronger individuals, families, and communities through compassionate, respectful, and client-centred services.

We are committed to fostering a collaborative, inclusive, and supportive workplace where people are encouraged to learn, contribute, and grow. This placement offers an opportunity to gain valuable experience while making a meaningful impact in our community.

CCSS is an equal opportunity organization and welcomes applications from individuals of all backgrounds, identities, cultures, abilities, and lived experiences.

CCSS is an Environmentally Sensitive Workplace.

To help maintain a healthy environment for staff, volunteers, and clients, we ask that individuals refrain from wearing fragrances or using scented products while at work. We also ask that common allergens, such as nuts, not be brought into shared workspaces.

Application Process



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Please submit your **cover letter** describing your interest in this opportunity, along with your **resume**, to:

info@castlegarcommunityservices.ca

Please include "**Community Engagement & Event Coordinator_WEOG Work Experience Opportunity**" in the subject line.

Applications will be accepted until the position is filled.