



Serving Castlegar & Districts

Castlegar Community Services

Wednesday, August 12th, 2026

JOB POSTING

Community Connect Day Coordinator (Part-time Contract)

Castlegar Community Services Society (CCSS) is seeking an enthusiastic, organized, and community-minded individual to join our team as the **Community Connect Day Coordinator**.

This position will lead the planning, coordination, delivery, and evaluation of the **4th Annual Community Connect Day**, one of CCSS's signature annual community events.

Community Connect Day brings together local organizations, service providers, businesses, volunteers, and residents to celebrate community, increase awareness of local resources, and strengthen connections across Castlegar and the surrounding area. The event creates opportunities for people to discover services, build relationships, enjoy family-friendly activities, and experience the strength of our community.

We believe strong communities are built through collaboration, inclusion, and meaningful connection. We value individuals who enjoy bringing people together, building partnerships, and creating welcoming events where everyone feels they belong.

The successful candidate will be passionate about community engagement, event planning, relationship building, and creating memorable experiences that celebrate and strengthen our community.

If you thrive on bringing ideas to life, coordinating people and projects, and creating meaningful community experiences, we'd love to hear from you.

Position Details

1. **Classification:** excluded – contract
2. **Hours:** Approximately 60 hours over the course of the project
3. **Benchmark:** N/A
4. **Wage:** \$30.95 per hour*
5. **Vacation & Stat Holiday Pay:** 10.2% paid in lieu
6. **Project Duration:** August 2026 – November 30th 2026





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7. **Event:** 4th Annual Community Connect Day
8. **Start Date:** August 2026

Hours are flexible; however, the successful candidate must be available for increased hours immediately before, during, and following the event.

Key Responsibilities

- Coordinate all aspects of planning, organizing, delivering, and evaluating the **4th Annual Community Connect Day**.
- Develop and maintain positive relationships with community organizations, businesses, sponsors, exhibitors, volunteers, presenters, and event partners.
- Coordinate vendor and exhibitor registration, event logistics, schedules, site layouts, and event-day operations.
- Recruit, coordinate, and support volunteers participating in the event.
- Supervise, mentor, and coordinate the work of a **Work Experience Opportunities Grant (WEOG) participant** serving as the Community Connect Day Assistant, providing guidance, training, and meaningful work experience throughout the project.
- Develop and implement marketing and promotional strategies, including social media, media relations, community outreach, and event communications.
- Support the sustainability and growth of **Community Connect Day** by identifying and pursuing funding opportunities, contributing to fund development strategies, preparing grant and funding applications, fostering sponsorships and community partnerships, and supporting fundraising initiatives.
- Monitor the event budget and assist with purchasing and financial tracking.
- Work collaboratively with the Community Connect Day Planning Committee and provide regular project updates.
- Coordinate event setup, delivery, troubleshooting, and wrap-up activities.
- Collect participant feedback, evaluate event outcomes, and prepare a final summary report with recommendations for future events.
- Perform other related duties as required.

Qualifications

- Experience coordinating events, community initiatives, or projects.
- Experience supervising staff, volunteers, students, or work experience participants is considered an asset.





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- Experience working with volunteers, community organizations, or the non-profit sector is considered an asset.
- Experience with sponsorship development, grant writing, fundraising, or fund development is considered an asset.
- An equivalent combination of education, training, and experience will be considered.

Skills & Abilities

The successful candidate will demonstrate:

- Exceptional organizational and project management skills.
- Strong leadership, coaching, and relationship-building abilities.
- Excellent written and verbal communication skills.
- Creativity and initiative in event planning, marketing, and community engagement.
- Ability to work independently while managing multiple priorities and deadlines.
- Confidence coordinating volunteers, community partners, stakeholders, and project participants.
- Strong problem-solving skills and adaptability in a fast-paced event environment.
- Commitment to creating welcoming, inclusive, and accessible community events.

Additional Requirements

- Valid Class 5 Driver's Licence.
- Access to a reliable vehicle.
- Ability to work flexible hours, including occasional evenings and weekends as required.
- Ability to lift, transport, and assist with setting up event materials and equipment.

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 staff are empowered to grow professionally, contribute meaningfully, and make a lasting difference in the lives of those we serve. We value integrity, accountability, continuous learning, and the unique perspectives each team member brings to our organization.





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CCSS is an equal opportunity employer and encourages 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 event participants, we ask that employees refrain from wearing fragrances or using scented products while representing CCSS whenever possible.

Application Process

Please submit your **cover letter and resume** to:

info@castlegarcommunityservices.ca

Please include "**Community Connect Day Coordinator**" in the subject line.

Applications will be accepted until the position is filled.

