



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

WORK EXPERIENCE OPPORTUNITY

Community Engagement & Fundraising 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, fundraising, event planning, communications, volunteer coordination, and project management while helping organize one of Canada's largest community fundraising events.

Working alongside the CCSS team and the **Coldest Night of the Year (CNOY)** Planning Committee, you'll help coordinate our 2027 CNOY event—a national family-friendly fundraising walk that raises awareness and critical funds to support people experiencing hurt, hunger, and homelessness in 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 large-scale community fundraising campaign, 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. **Event Date:** **February 27, 2027**
5. **Start Date:** Fall 2026 (flexible)
6. **Location:** Castlegar, BC

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.

What You'll Be Doing

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

- Coordinating the planning and logistics of a large-scale community fundraising event.
- Supporting participant, team, volunteer, and sponsor recruitment.
- Building relationships with local businesses, community organizations, and event supporters.
- Assisting with fundraising initiatives, sponsorship recognition, and donor stewardship.
- Promoting the event through social media, community outreach, local media, and marketing initiatives.
- Helping organize event materials, participant communications, and event-day logistics.
- Supporting volunteer coordination, event setup, event delivery, and wrap-up.
- Assisting with post-event evaluation and celebrating the impact of the event.



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

Who Should Apply

This opportunity may be a great fit if you are:

- Interested in community development, fundraising, 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.
- Passionate about building relationships and engaging community members.
- Able to work both independently and collaboratively.

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

Skills You'll Develop

During this placement you'll gain experience in:

- Community fundraising
- Event planning and coordination
- Volunteer recruitment and coordination
- Sponsorship development
- Communications and marketing
- Community engagement
- Project management
- Professional networking
- Working within a non-profit organization



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 Coldest Night of the Year.
 - Enthusiasm for working with community partners, volunteers, sponsors, and the public.
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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 whenever possible.

Application Process

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



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

Applications will be accepted until the position is filled.