

## Summer Student Posting: Event Planner June – August 2026



### Event Planner Assistant (Summer Student)

At the Calgary Military Family Resource Centre (MFRC) we aim to help lessen the impact of the unique challenges that make being in the military an occupation different from any other. We proudly serve military and veteran families in the Calgary, Red Deer, and Lethbridge areas.

#### **Position Details:**

Event Planner Assistant Summer Student, Onsite

Location: 4225 Crowchild Trail SW, Calgary

Fixed Term: 11 Weeks

Start Date: June 15, 2026

End Date: August 28, 2026

Schedule: Monday – Friday, 8:30 AM – 4:30 PM; occasional weekend and evening work

Wage: \$19/hour

The Calgary Military Family Resource Centre (Calgary MFRC) is seeking an energetic and organized Event Planner Assistant Summer Student to support the planning and delivery of community events, family programs, and children's summer camps. This role offers hands-on experience in event coordination, logistics, early childhood education, and community engagement while supporting meaningful activities for military and veteran families.

This position is funded through the Canada Summer Jobs program. Applicants must be between 15 and 30 years of age at the start of employment, legally entitled to work in Canada, and possess a valid Social Insurance Number.

The successful candidate must be flexible to work some evenings, weekends, and holidays as they relate to community engagement opportunities and special events. The chosen candidate must understand and emulate the Calgary MFRC's values by providing the highest level of service to all internal and external clients, over the phone, virtually and in person.

#### **Responsibilities:**

The Event Planner Assistant will support the Events Coordinator and Family Navigator Coordinator in planning, organizing, and delivering Calgary MFRC programs, events, and outreach activities. The student will:

- Assist in planning and coordinating Kids' Camps, family programs, and community events.
- Help with logistics, including setup, takedown, supply organization, and equipment management.
- Support volunteer coordination and supervision during events and programs.

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- Prepare event materials, signage, and supplies for programs and activities.
- Represent the Calgary MFRC at community engagement opportunities and outreach events.
- Provide hands-on assistance and coordination during camps and events to ensure smooth delivery.
- Contribute creative ideas to enhance programming and participant experiences.
- Help capture event highlights and maintain inventories of event materials.
- Provide weekly updates on completed work, upcoming priorities, and resource needs.

All tasks will be supervised by the Community Engagement & Events Coordinator and the Family Support Service Coordinator, with scheduled check-ins, coaching, and opportunities to build independence throughout the placement.

### **Duties:**

#### **Kid's Summer Camps**

- Support planning and delivery of Kids' Camps, including preparation, setup, and supervision.
- Assist in the delivery of summer Kids' Camps and related activities.
- Oversee volunteers and assist in ensuring a safe, engaging environment for participants.
- Oversee and supervise children at Kids' Camps.
- Help prepare event materials, supplies, and equipment for Kids' Camps.
- Assist in developing and implementing activities and programming ideas for Kids' Camps.
- Collaborate with team members to brainstorm creative approaches for future events.

#### **Community Engagement & Event Support**

- Assist in organizing and executing community events such as the Stampede Breakfast, enrollment ceremonies, and outreach activities.
- Help set up and support event booths, merchandise tables, and volunteer coordination.
- Deliver presentations at enrollment ceremonies as required.
- Represent the Calgary MFRC professionally when engaging with families and community members.
- Assist with programming ideas and logistics, including setup, takedown, and ensuring smooth execution of programs and events.

#### **Other Duties**

- Perform additional event-related tasks within the scope of the role as assigned.

### **Education/Qualifications:**

- Currently enrolled in or recently graduated from post-secondary studies with

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coursework or experience in event management/planning, recreation, early childhood education, or a related field.

- Experience in event planning, community engagement, and working with families and children.
- Excellent interpersonal and communication skills, with confidence in public speaking and group engagement.
- Strong organizational and multitasking skills, with the ability to manage multiple priorities without supervision.
- Strong attention to detail and accuracy when following procedures, managing materials, and executing event logistics.
- Proven ability to follow direction, accept feedback, and complete assigned tasks independently and thoroughly.
- Ability to take initiative, problem-solve, and contribute creative ideas to enhance events and participant experiences.
- Ability to work effectively both independently and within a collaborative team.
- Proficient in Microsoft Office 365 and comfortable with basic digital tools.
- Great interpersonal skills and ability to build strong relationships.
- Flexible, adaptable in fast-paced or changing environments.
- Ability to lift and carry up to 50 lbs.
- Valid driver's license required and clean drivers abstract.
- Successful completion of a Police Security Check, including Vulnerable Sector Clearance, is required.
- General knowledge of Military Family Resource Centre's programs and military lifestyle is an asset.
- Bilingual ability in English and French is considered an asset.

### **What You Will Gain**

The successful candidate will receive:

- Meaningful exposure to non-profit event and community work supporting Canadian military and veteran families.
- Hands-on skill development in event logistics, volunteer coordination, and program delivery.
- Opportunities to contribute to visible, high-impact events that strengthen community connections.
- Structured mentorship and regular feedback from experienced professionals.
- Experience working both independently and collaboratively within a mission-driven organization.
- Professional growth, increased confidence, and strengthened employability in the event and recreation sectors.

We are proud to create a diverse environment and to be an equal opportunity employer. We are grateful for your interest in this position, however, only candidates selected for pre-screening will be contacted.

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**Our Mission:** Support and empower military and veteran families, through connection within our community.

The Calgary MFRC is committed to the following ethical values to meet the mission:

**Service.** Our military family community is at the heart of everything we do. We listen, adapt, and deliver. When we work hard, respond with urgency and act in service to others, we create a lasting and positive impact.

**Unity.** Together, we are stronger. We believe that individual differences strengthen our community, and we embrace the evolving definition of family. We approach our work with a collaborative mindset and nurture relationships based on equality and inclusion.

**Impact.** We care deeply about the work we do and the people we serve. We are dedicated to building resilience and constantly seeking new ways to deepen our impact. We're empowered to make decisions that are best for the long-term health of the military family community we serve.

**Integrity.** We act truthfully, operate honourably, and do the right thing always. We support and share responsibility with the members of our team, showing empathy and respect along the way. We build trust through transparency, confidentiality and open communication.