MISSION: To create a connected, inclusive, collaborative and sustainable community.

Position Title: Event Assistant
Program Area: Community Development/Special Events
Location: 1330 Fairfield Road (Fairfield Place)
Hours of work: Fluctuating, approximately 10 hours per week
Reporting to: Community Development Coordinator

Organization Description
The Fairfield Gonzales Community Association (FGCA) is a non-profit charity whose mission is to create a connected, collaborative, inclusive and sustainable community by providing various services to over 25,000 users annually. As an organization we work collaboratively to create a positive space from a basis of supporting families and community.

Job Summary
The Event Assistant will assist the Community Development Coordinator to plan, execute, and support the delivery of the Fall Fairfield event in Fairfield Gonzales. Fall Fairfield is the FGCA’s annual open house event, with live music, art, vendors, workshops, and food & beverages. Due to the COVID-19 pandemic, delivery of this event is uncertain for 2021 and it may take an alternate form, such as pop-up concerts in the neighbourhood. The goals of Fall Fairfield are to foster a sense of neighbourhood identity, celebrate the harvest season, and showcase the FGCA’s projects and programs.

Primary Responsibilities
- Assist with planning and implementation of multiple small events and community-building opportunities OR one large event
- Assist with community outreach work
- Lead on volunteer coordination for the event
- Assist with marketing and promotion of events, including social media
- Day-of events support including set-up and take-down
- Assist with potential fundraising efforts including donations, sponsorship, and sales

Qualifications (Education/Skills/Abilities)
- Event coordination experience
- Volunteer management experience
- Direct experience with non-profit, community based agency structures
- Knowledge of local resources such as the non-profit and local business communities
- Strong team player
- Familiarity with MS Office suite
- Superior communication skills: written and oral
- Certification in Food Safe, Serving it Right, and/or First Aid an asset
- Can transport equipment and furniture (car, cargo bike...) an asset
Working Conditions

- Our events will comply with public health guidance during the COVID-19 pandemic, e.g. physical distancing
- May be required to work offsite
- Evening and weekend requirements
- Multiple competing tasks, priorities constantly changing
- Some lifting, moving of equipment, furniture, program materials