



Community Engagement Coordinator (Summer Student)

Location: Sunshine Coast, BC

Wage: \$22/hour | 30 hours/week | 16 weeks

Start: ASAP or May 9th

About the Role

Looking for meaningful summer work? Join our team and gain hands-on experience in community outreach, program support, and nonprofit operations.

This role is a mix of **community engagement, event support, and administrative work**, with opportunities to build digital and professional skills while making a real impact supporting our community members.

Key Responsibilities

- Support community events, outreach, and seniors programs
 - Assist with client support and connecting people to services
 - Provide administrative support (data entry, file organization)
 - Support day-to-day operations of the Resource Centre
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What We're Looking For

- Friendly, reliable, and comfortable working with the public
- Strong communication and organizational skills
- Interest in community work and supporting diverse populations
- Able to work independently and as part of a team



Assets: Social media, Canva/Adobe, WordPress, event experience

Eligibility (Required)

- Able to obtain a Vulnerable Sector Criminal Record Check
 - Eligible for Canada Summer Jobs funding
 - Aged between 15 and 30 years old (at the start of your summer job)
 - Are a Canadian citizen, a permanent resident, or someone who has been officially given refugee protection in Canada and be legally allowed to work in Canada
 - Have a valid Social Insurance Number (SIN) at the start of your summer job
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Our Commitment to Inclusion

We are committed to building an inclusive and welcoming workplace. We encourage applications from youth who face barriers to employment, including Indigenous, Black, racialized, 2SLGBTQI+, and disabled youth, as well as those from rural or remote communities.

To Apply

Send your resume and a brief cover letter to hr@resourcecentre.ca with **Canada Summer Job - Community Engagement Coordinator** in the subject line.

This is a great opportunity to build experience in **community services, outreach, and nonprofit work** while making a difference locally.