

**POSITION: Summer Student – IAW Event Planner**

**STATUS: Temporary Full-time (8 weeks - 35 hours/week)**

**DEPARTMENT: International Agricultural Worker (IAW) Healthcare Program**

**POSTING DATE: April 23, 2025**

**IS ARTIFICIAL INTELLIGENCE USED FOR SCREENING OR ASSESSMENT OF  
CANDIDATES: No**

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### **Position Summary**

We are seeking a compassionate and motivated Event Planner Summer Student to join our team within the International Agricultural Worker (IAW) Program. In this role, you will help plan and deliver engaging events such as health fairs, social activities, and the annual FNFA Soccer Tournament. These initiatives aim to support the health and well-being of agricultural workers by fostering community connections and improving access to essential health services.

The successful candidate will assist in developing and maintaining both print and digital materials for community outreach, promoting events to partner organizations and the public, and supporting the delivery of community-based programs. Additional responsibilities include participating in team meetings, contributing to committee initiatives, and completing other duties as assigned.

This is a great opportunity to gain hands-on experience in a collaborative, dynamic, and community-focused environment.

### **Requirements:**

- Currently enrolled in or recently graduated from a post-secondary diploma or degree program in health promotion, public health, social services, event planning, community development, recreation/leisure studies, or a related field
- Must meet Canada Summer Jobs (CSJ) eligibility requirements
- Interest in and/or experience with event planning, including coordination of logistics, promotion, scheduling, and on-site event support
- Strong communication and interpersonal skills; experience with conflict de-escalation is an asset
- Comfortable using computers, social media, and common software (e.g., Microsoft Office, Canva, Google Workspace) to create and manage materials
- Strong organizational skills with the ability to manage multiple tasks and meet deadlines
- Ability to work collaboratively in a team environment and contribute to group initiatives and committee work
- Self-motivated, proactive, and able to work with minimal supervision

### **Canada Summer Jobs (CSJ) Eligibility:**

To be eligible, applicants must:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident, or a person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Have a valid Social Insurance Number (SIN) and be legally entitled to work in Canada

### **Preferred Qualifications / Assets:**

- Fluency in Spanish
- Experience working with culturally diverse communities or programs

Hours of work– primarily days; to include some evening, weekend work as required.

A competitive salary of \$20.00 per hour and benefits (including HOOPP) are offered.

Employment is conditional upon providing a police vulnerable sector check and having had a full series of COVID-19 vaccinations.

**To pursue this opportunity, please send your resume and covering letter to Human Resources, at [resumes@grchc.ca](mailto:resumes@grchc.ca). All applications must be submitted no later than May 7<sup>th</sup>, 2026. We appreciate your interest, however, only those invited for an interview will be contacted.**

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The Grand River Community Health Centre is an equal opportunity employer, committed to employment equity and diversity in the workplace. We welcome applications from women, members of racialized groups, visible minorities, Indigenous persons, persons with disabilities, persons of all sexual orientations, and persons of any gender identity or gender expression.

To ensure there is an equal opportunity during the recruitment and selection process, Grand River Community Health Centre provides accommodation for applicants with disabilities upon request.