



Meewasin Valley Authority  
402 Third Avenue South  
Saskatoon, Saskatchewan S7K3G5  
Phone (306) 665-6887 Fax (306) 665-6117

## Employment Opportunity

### **POSITION: Events Assistant (Summer/Student Term)**

**CLASSIFICATION AND RATE:** H5 – Student Employment - \$18.95 per hour

**TERM:** May 6, 2024 to August 30, 2024

**OTHER:** Full-time position; hours of work 37.5 per week; scheduling will include weekend and evenings, days of work are anticipated to be Wednesday to Sunday, but are subject to change for the duration of the term with some flexibility based on programming. This is an SGEU in-scope position. Preference may be given to those applicants that meet the requirements for current grant applications.

**REQUIREMENTS:** The location and place of work may change from day to day. Must have access to own transportation and cell phone.

**JOB DESCRIPTION:** attached.

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### **TO APPLY:**

Please provide the following information marked "Events Assistant (Summer/Student Term)" to the **email address below** on or before February 23, 2024:

- cover letter and resume in one single Word or PDF document

Meewasin Valley Authority  
402 Third Avenue South  
Saskatoon, SK S7K 3G5  
Email: [jobs@meewasin.com](mailto:jobs@meewasin.com)

**DEADLINE FOR APPLICATIONS:** February 23, 2024

Only those applicants who have been chosen for an interview will be contacted. For more information visit [www.meewasin.com](http://www.meewasin.com).



## Events Assistant (Summer/Student Term)

**Position:** Events Assistant (Summer/Student Term)

**Reports to:** Marketing & Fund Development Manager/Education & Experiences Manager

**Date:** January 2024

### Organizational Description:

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Meewasin is a mission passionate team of about 30 employees who work in a fast-paced environment. We are committed to delivering strategic priorities of maintaining a healthy & vibrant river valley, growing a sense of community, and protecting the legacy of the region that follows an amazing 100-year plan. Meewasin's successes could not be achieved without such a hardworking, adaptable and dedicated team. We are always looking for people who are committed to this legacy and want to apply their skills and expertise to make a difference.

Meewasin is located on Treaty 6 Territory and the Homeland of the Métis. We humbly acknowledge the traditional caretakers of the land and honour the First Nations and Métis people of this place.

### General Accountability

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Reporting to the Marketing & Fund Development Manager/Education & Experiences Manager, the Events Assistant is responsible for supporting the coordination and delivery of Meewasin's public events, including volunteer initiatives, community events and tourism offerings. Below is a list of specific accountabilities; this position will also support Meewasin initiatives with other duties as assigned.

### Specific Accountabilities

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#### 1. Event Support & Logistics

- Greet and interact with visitors & guests in a professional and pleasant manner
- Provide general information about volunteer initiatives, community events and tourism offerings, and ensure volunteers & guests are aware of event details and safety protocols
- Support special events, including promotion, public awareness, volunteer/guest coordination & logistics
- Distribute information to the public through direct means and media
- Evaluate and report on events
- Undertake research and prepare reports as required

- Provide professional assistance to direct supervisor and others in the department in order to support the accomplishment of Meewasin activities as directed by supervisor

## **2. Representation & Safety**

- Represent Meewasin and adopt the Mission & Principles
- Apply Occupational Health and Safety regulations and policies throughout daily work
- Work effectively independently, and as a part of a team to achieve goals as directed by supervisors

## **Education and Experience**

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Must be currently enrolled in or completed a post-secondary program in tourism, marketing, education, natural sciences, human history, or a related discipline. Familiarity with biological and physical components of natural areas in Saskatoon is considered an asset, along with customer service and event planning experience. Candidates with training and/or skills in the tourism sector are preferred.

A satisfactory Criminal Record Check, including a vulnerable sector check, is required prior to appointment to the position.

A valid driver's license and access to a reliable vehicle is required.

First Aid training is considered an asset.

This position requires evening and weekend work. The location and place of work may change from day to day; this position has a responsibility to get to sites for programming.

## **Required Competencies**

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Meewasin has four core competencies that are common for all Meewasin positions and support the culture of this organization. They form the foundation of our recruitment tools and employee assessments:

### ***Effective Communication***

Demonstrates an ability to communicate effectively in a wide variety of situations; including face-to-face, over the phone and in writing.

### ***Teamwork and Collaboration***

Demonstrates the ability to work cooperatively within a team, and with individuals throughout the organization, to achieve optimal results.

### ***Flexible and Adaptable***

Demonstrates an ability to adapt and thrive in an atmosphere of changing priorities and circumstances.

***Problem Solving and Decision Making***

Able to take action in solving problems while exhibiting judgement and a realistic understanding of issues; able to use reason even when dealing with emotional topics; review facts and weigh options.

In addition, the specific competencies for Meewasin's Interpreter Assistant (Summer/Student Term) are:

***Focus on Safety***

Demonstrates a commitment to safety in the workplace, including in one's own work, that of the team and that of the entire organization.

***Client Focus***

Demonstrates a high level of service delivery to internal and external clients by setting priorities based on client needs and continuously seeking ways to meet and exceed client expectations.