



POSITION: Events Assistant

STATUS: Summer Seasonal, Full Time (30 – 40 hours per week) varying schedule

REPORT TO: Senior Events Manager

TERM: May 4 – September 28, 2026 (approx.)

WAGE: \$22 per hour

OVERVIEW:

Tourism Sun Peaks is a member-based destination marketing organization, representing over 1500 members. Tourism Sun Peaks' mandate is to raise awareness of Sun Peaks as a winter and summer destination and to increase visitation to the resort. The events department works to provide animation and entertainment to drive visitation and increase guest satisfaction.

REPORTING RELATIONSHIPS:

The Events Assistant reports to the Senior Events Manager

JOB SUMMARY:

The Events Assistant is a full time, seasonal position based out of the Tourism Sun Peaks office. The role requires an outgoing personality, exceptional customer service skills, an ability to communicate well with in-resort partners and visitors. Tasks include assisting with Market Day organization and operations, resort animation, event set up/take down and supporting other departments as required.

REQUIREMENTS:

Must meet all criteria of the Canada Summer Jobs 2026 program:

- Open to applicants between the ages of 15 and 30 years of age (inclusive) at the start of employment
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Is legally entitled to work

PRIMARY RESPONSIBILITIES:

- Co-ordinate weekly Market Day
- Assist Senior Events Manager with advance planning and day-of event logistics and execution including production, set up and tear down and tracking, if applicable
- Assist with any Sun Peaks Centre and Centre Stage events as requested
- Communicate upcoming Market activities through the use of social media
- Upkeep, inventory and maintenance of event supplies

- Provides general resort information to guests and potential guests in the Tourism Sun Peaks office and outside on the Village Stroll and Resort
- Share ideas to continuously improve existing events and develop new ones
- Performs other duties as required to ensure successful operation of the department
- Assists with administrative duties as needed
- Supports other departments

QUALIFICATIONS:

- Previous event experience a definite asset
- Must be comfortable with physical labor (able to lift up to 50lbs.)
- Must be capable of working outside in variable weather conditions
- Organized and dependable
- Must be available to work weekends and adapt to a flexible schedule through the summer
- Proven ability to manage multiple projects with deadlines and work with a high level of efficiency
- High attention to detail
- Sound and AV knowledge an asset
- Computer literacy (MS Office, MS Excel, Outlook, Canva and or Photoshop is an asset)
- Must be able to communicate well with others and work as a team
- Must have a personality and character that enjoys customer care and can maintain energy and enthusiasm for guests and surrounding staff
- Additional qualifications such as Serve it Right, Food Safe, First Aid an asset

TO APPLY

Please email cover letter and resume to Theresa St. Louis, Senior Events Manager at theresa@sunpeakstourism.com. Applications will be accepted until April 23, 2026. Only those applicants selected for an interview will be contacted.