



The Britannia Community Services Centre is a unique community centre that provides services in the Grandview Woodland and Strathcona neighbourhoods. Britannia is seeking a highly organized and collaborative Event Support Coordinator to assist with planning and communication for our 50th Anniversary Site-Wide Celebration. This milestone event will feature free classes, demonstrations, cultural programming, musical performances, a community mural, tours, intergenerational activities, and other community-led experiences happening simultaneously across the entire facility on one day.

Each department will lead its own programming. The Event Support Coordinator's role is to support staff by maintaining the overall schedule, strengthening cross-department communication, tracking shared logistics, and helping ensure the day runs smoothly.

This is a short-term contract position ideal for someone with strong scheduling, communication, and coordination skills who thrives in a collaborative community environment.

**Contract for 13 weeks commencing March 2026 and ending in June 2026**

**Remuneration: \$5000**

**Availability to be at the event on June 5, 2026 is mandatory.**

Event Date: Friday June 5, 2026

Location: Britannia Community Services Centre

## **Event Support Coordinator**

### Key Responsibilities

#### 1. Schedule & Timeline Management

- \* Develop and maintain a master event schedule incorporating all departmental activities.
- \* Track timing, space usage, and shared areas across the site.
- \* Identify scheduling conflicts or gaps and communicate adjustments as needed.
- \* Maintain shared planning documents accessible to relevant staff.

#### 2. Cross-Department Communication

Work collaboratively with departments including:

- \* Recreation (demonstrations and free classes)
- \* Arts & Culture (demonstrations, creative workshops, community mural)
- \* Indigenous Programming (cultural teachings and Knowledge Keepers)
- \* The Courts (skate jam)
- \* Teen Centre (70s-themed pool hall event)
- \* Seniors (intergenerational programming, bingo, seniors lunch)
- \* Child Care (open house and children's art gallery)
- \* Food Security (breakfast or lunch service and garden tours)
- \* Vietnamese Programming (cultural dance)
- \* Library (community macramé project)
- \* Rink (free skate and figure skating performances)
- \* Pool (free swim)
- \* Volunteer Department



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Responsibilities include:

- \* Attending planning meetings and documenting key decisions.
- \* Circulating updates, reminders, and schedule revisions.
- \* Tracking responsibilities and shared needs between departments.
- \* Ensuring departments are aware of event-day timelines and site-wide impacts.
- \* Acting as a central communication point for event-related logistics.

### 3. Volunteer & Shared Site Support

(In partnership with the Volunteer Department)

- \* Compile volunteer needs identified by departments.
- \* Support development of a clear volunteer schedule overview.
- \* Help ensure volunteers receive accurate event-day information.
- \* Assist with identifying shared needs such as wayfinding, food service flow, and general site support.

### 4. Marketing & Communications Support

- \* Collect program descriptions and activity details from departments.
- \* Compile and organize information for the communications team.
- \* Track deadlines for promotional materials.
- \* Assist in finalizing a clear, public-facing event schedule.
- \* Ensure all activities—including performances, mural project, tours, and community dance/karaoke—are accurately represented.

### 5. Event-Day Support

- \* Be on-site as a central support person.
- \* Monitor overall schedule flow and communicate adjustments.
- \* Assist with transitions in shared spaces.
- \* Provide general wayfinding and logistical support.
- \* Troubleshoot minor issues and escalate concerns when needed.
- \* Support coordination of shared activities such as musical performances, community dance, karaoke, site tours, and the community mural (without leading programming content).

### 6. Post-Event Wrap-Up

- \* Support collection of feedback from departments.
- \* Assist in preparing a brief event summary highlighting successes and lessons learned.

### Qualifications

- \* Experience supporting community events or multi-department initiatives.
- \* Strong organizational and scheduling skills.
- \* Excellent written and verbal communication skills.
- \* Ability to manage shared documents and track multiple timelines.
- \* Comfortable working collaboratively across diverse departments.
- \* Ability to work independently within a clearly defined scope.



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\* Available to work on-site the day of the event (Friday).

#### Ideal Candidate

- \* Detail-oriented and highly organized.
- \* Strong communicator who enjoys connecting people and information.
- \* Calm, flexible, and solution-focused.
- \* Comfortable working behind the scenes to ensure clarity and flow.
- \* Community-minded and inclusive in approach.
- \* Completion of reconciliation training or demonstrated understanding of culturally respectful engagement practices.

#### To Apply

Please forward a resume and cover letter that describes your interest and related experience to:  
Marina Montiel, Office Administrator  
[britannia\\_hiring@vancouver.ca](mailto:britannia_hiring@vancouver.ca)

Please submit by March 6, 2026 to be considered for this position.



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