

## **Job Description: Summer Students (Event Coordinator & Archives Clerk)**

### **Position Titles:**

- Event Coordinator (1 position)
- Archives Clerk (1 position)

**Location:** Community Center, St Vartan Apostolic Armenian Church of BC

**Duration:** May 4, 2026 – July 5, 2026 (9 weeks)

**Hours:** 30 hours per week

**Reports To:** Archpriest, Rev. Father Keghart Garabedian

Summary: As part of the Canada Summer Jobs Program, we are hiring two summer students to support our community operations in event coordination and archival work. These roles provide hands-on experience in event planning, administrative support, and records management while contributing to the organization's community programs and historical preservation efforts.

### **Position 1: Event Coordinator**

#### **Key Responsibilities:**

- Assist in planning, organizing, and executing community and church events
- Coordinate logistics including venue setup, materials, and scheduling
- Support communication with vendors, volunteers, and attendees
- Prepare promotional materials and assist with outreach efforts
- Help with event setup, coordination on the day of events, and post-event wrap-up
- Provide general administrative support related to events

### **Position 2: Archives Clerk**

#### **Key Responsibilities:**

- Organize, catalogue, and maintain physical and digital records
- Assist in digitizing historical documents and archival materials
- Ensure proper filing and easy retrieval of documents
- Support preservation of church records and historical materials
- Maintain organized storage systems for archives
- Provide light administrative and organizational support as needed

#### **Qualifications:**

- Must meet Canada Summer Jobs Program eligibility requirements
- Strong organizational skills and attention to detail
- Good communication skills (written and verbal)
- Ability to work independently and as part of a team
- Basic computer skills; experience with filing or event coordination is an asset

#### **Compensation:**

- Wage: \$18.25/hour (as per program approval)
- Funded through the Canada Summer Jobs Program

**How to Apply:** Interested candidates should submit their resume and cover letter to [pc@stvartanchurch.com](mailto:pc@stvartanchurch.com) by April 29, 2026. Only those selected for an interview will be contacted.