



# Event Planner Summer

Are you community oriented, interested in different cultures and keen to make a positive impact in newcomer's lives?

Multicultural Association of Fredericton Inc (MCAF) is seeking an **Event Planner** and would like to hear from you!

Under the direction of the Media & Event Coordinator, the Event Planner will support projects promoting diversity and inclusion in the community. They will use analytical thinking, problem solving and time management to ensure projects are moving forward on time and on budget. This is an opportunity to receive training, expend knowledge and develop skills to work across different cultures.

The Event Planner will work on activities including:

- Cultural Expressions Festival (CEF) 2026 featuring Ghanaian and Nigerian cultures
- Other events and activities related to CEF and Multicultural Shared Spaces projects

## Key Duties:

- Assist the Media and Event Coordinator to design, plan, and coordinate Cultural Expression Festival project
- Assist activities related to Multicultural Shared Spaces project
- Plan, design or carry out a project or a task from start to finish with well-defined objectives and outcomes
- Complete any necessary administrative tasks, such as research and email

## Requirements:

- Cross cultural awareness and experience in a multicultural environment
- Experience in event management
- Strong organizational skills and detail-oriented
- Reliable and trustworthy
- Excellent interpersonal, written and verbal communication skills
- Ability to work in a team environment, bringing together diverse ideas
- Proficiency in the use of computer technologies incl Word, Excel, Power Point, Photoshop, social media

## Assets:

- Leadership, supervision and mentorship experience
- Fluency in additional languages
- Knowledge of Ghanaian and/or Nigerian cultures and heritage
- Strong public speaking skills

## Commencement Date:

- May 11<sup>th</sup>, 2026

## Terms of Employment:

This position is funded under Employment and Social Development Canada, Canada Summer Jobs. Applicants must meet all of the following requirements:

- Between 15 and 30 years of age 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 and
- Is legally entitled to work according to the relevant provincial/ territorial legislation and regulations.
- International students are not eligible.
- 35 hour per week/ 8 weeks

**Closing Date:**

- April 26<sup>th</sup>, 2026

**To Apply:** E-mail your resume and cover letter merged in one document to [hr@mcaf.nb.ca](mailto:hr@mcaf.nb.ca) with the title “Event Planner” in the subject line. We wish to thank all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.