



## **Office Assistant/Event Coordinator**

**(Temporary Part-Time)**

The BCCA is searching for a high-energy, motivated and extremely well-organized Office Assistant. Primary duties are coordinating the booking of the facility for weddings, trade shows, and community events and; providing coordination and support for BCCA and community events (concerts, Bragg Creek Days, fund-raisers). Other responsibilities include: reception duties, creation of posters, newsletters and promotional material; completing administrative tasks such as filing, photocopying and document preparation to support the activities of the BCCA/BC Centre; working with event staff to ensure smooth execution of bookings and events; and assisting in development of marketing and event plans. The hours are from 830am-330pm (negotiable), Monday through Friday, with alternate Fridays off during the winter, Mondays off during the summer. This is a term position for 6 months while we revisit the structure of the office staff. Qualifications include: experience with event coordination; experience with developing promotional materials; strong organizational skills and attention to detail; good communication skills; ability to work with MS Office products particularly MS Publisher; and must be a good team player.

Please forward a resume outlining your experience and qualifications by December 1, 2009 to:

Linda Reinbold  
[facilitydir@braggcreekca.com](mailto:facilitydir@braggcreekca.com)  
FAX: 403.949.2397  
23 White Avenue, Box 39  
Bragg Creek AB T0L 0K0  
(403) 949-4277 ext 1