



We're Hiring

EVENT AND PROGRAM COORDINATOR

Bragg Creek Community Centre

23 White Avenue, Bragg Creek

Closing Date: Open until a suitable candidate is found

Type: Full Time

About Us

The Bragg Creek Community Centre is a nonprofit facility operated by the Bragg Creek Community Association. The goal of the Centre is to ensure every member of the Greater Bragg Creek Community feels connected & engaged through the support of community needs. The BCCA provides programs for all ages & a wonderful venue for weddings, concerts, and special events.

We are seeking

Someone who is driven, creative, and engaging to manage all events and programs at the Bragg Creek Community Centre. The successful candidate will be genuinely interested in providing well-rounded services for the Community and will strive for an organized and sustainable facility.

Key Accountabilities will include:

- Friendly and effective communication skills
- Strong organizational and time management skills
- Excited to join a dynamic team in a fun, community-minded environment
- Ability to work independently & as an equal partner to the Centre and Outreach Manager
- Confidence in the use of Microsoft Office programs, the online booking system, and website
- Eager to provide excellent service to user groups including program facilitators, tenants, wedding parties, and community groups
- Knowledge or the willingness to learn about Bragg Creek including tourism opportunities and local stakeholders

Job Duties & Requirements

- Manage facility bookings including weddings, community events, programs, and general rentals
- Creatively and strategically provide community services, and surveying community needs
- Coordinate volunteers and staff for events, programs, fundraisers, etc.
- Assist in maintaining the website and online booking system BookKing
- Maintain contracts, agreements, and invoices for all user groups
- Seek out and implement seasonal events and programs
- Manage the Part-Time Community Use Coordinator
- Coordinate fundraisers and friend-raisers
- Bartend when needed



- Post-Secondary education in a related field is considered an asset
- Criminal Record Check with Vulnerable Sector Check
- Valid Class 5 Driver's License & reliable vehicle
- First Aid and CPR Level C Certification
- AGLC ProServe Certification

Details

- Tuesday through Friday (plus generous flex-hours)
- 40 hours / week
- \$20 / hour

Apply with cover letter and resume to Shawntel: progcoordinator@braggcreekca.com