



## **Now Hiring! Summer Student Position**

### **Community Engagement & Market Assistant**

The Bragg Creek Community Association (BCCA) is seeking a full-time summer student to support the Bragg Creek Farmers' Market and daily operations at the community centre. This position is ideal for a youth who enjoys working with people, values local community life, and is interested in gaining meaningful, real-world experience in community development, tourism, and event operations.

#### **Tasks & Responsibilities:**

- Farmers Market (every Sunday):
  - Assist with vendor set-up & take down,
  - Greet visitors and provide a welcoming atmosphere
  - Answer questions & provide general information
  - Support overall market logistics (signage, basic troubleshooting)
- Community Centre (Thursday – Saturday):
  - Answer phones and respond to emails
  - Welcome and assist visitors, and provide basic tourist information
  - Assist with creating promotional content (live streams of market, social media content)
  - Complete basic admin tasks (reconciliation of program data, filing in Sharepoint)
- Additional Duties:
  - Support community events as needed including Bragg Creek Days
  - Work independently with regular guidance & support

#### **Qualifications:**

- Organized & reliable
- Friendly, with strong communication skills
- Ability to work outdoors and be on your feet
- Basic computer skills & social media knowledge
- This role involves a high level of independence and responsibility. Candidates with prior work or volunteer experience in customer service, events, or community settings are strongly preferred

**Learning Opportunities:**

The Community Engagement & Market Assistant will work closely with BCCA staff, including the Rentals Lead and Community Engagement Lead. This role offers opportunities to develop:

- Customer service and communication skills
- Event planning and operations experience
- Problem-solving and organizational abilities
- Experience creating communications and promotional content (including exposure to AI tools)

The successful candidate will gain valuable insight into how a rural community centre, and farmers' market operate behind the scenes.

**Job Details:**

- \$21.00/ hour | 30 hours/ week
- Thursday to Sunday (typically between 8:00 AM to 5:00 PM)
- Mid-June to August 28, 2026
- Optional part-time work in spring and fall may be available by mutual agreement

This position is funded through the Canada Summer Jobs program for youth

**Eligibility Criteria:**

Due to Canada Summer Jobs requirements applicant must:

- Be between 15 and 30 years of age
- Be a Canadian citizen, permanent resident, or a person with refugee protection status

Youth facing barriers to employment are encouraged to apply. Accommodation measures are available, including (but not limited to) physical, visual, or auditory supports, flexible work arrangements, or space for cultural, spiritual, or religious practices.

**How to apply:**

Applicants are expected to apply via email with a 1-page cover letter and maximum 2-page resume to:

Shaye Radford

Community Engagement Lead

[program@braggcreekca.com](mailto:program@braggcreekca.com)

Phone calls are welcome for candidates seeking clarity on this job description: 403-949-4277 ext 3