

## **JOB POSTING | Public Programs Coordinator – Canada Summer Jobs**

**Location:** Evergreen Cultural Centre

**Duration:** July 2 – August 28, 2026

**Employment Type:** Contract (Canada Summer Jobs)

**Hours:** Up to 35 Hours/Week (Full Time)

**Reports To:** Arts Education Manager

**Remuneration:** \$28/Hour

### **Organization Description:**

Situated on the shores of Lafarge Lake in Town Centre Park, Evergreen Cultural Centre operates on the traditional, ancestral and unceded territory of the k<sup>w</sup>ik<sup>w</sup>əł<sup>ə</sup>m (Kwikwetlem First Nation). We thank the k<sup>w</sup>ik<sup>w</sup>əł<sup>ə</sup>m who continue to live on these lands and care for them, along with the waters and all that is above and below.

Described by the City of Coquitlam as the “cultural jewel in Coquitlam’s Town Centre,” we are the Tri-Cities premiere venue for live arts events, exhibitions, and experiences. Every year, we offer a thrilling season of performing arts presentations in our Studio Theatre, curated exhibitions in the Art Gallery at Evergreen, and arts education programs in a variety of disciplines.

As a non-profit and charitable organization, our staff, volunteers, and board of directors are dedicated to creating an inclusive and accessible community gathering place for visitors to immerse themselves in the magic of live performance and visual art.

### **Job Overview:**

The Public Programs Coordinator (PPC) plays an integral role in the development and delivery of Evergreen Cultural Centre’s (ECC) public arts programs. Reporting to the Arts Education Coordinator, the PPC supports a wide range of initiatives, including arts camps, community events, exhibition-related public programs, and youth development projects. This position combines program coordination, direct participant engagement, and administrative support to ensure high-quality, accessible arts experiences for children, youth, families, and community members.

**Key Responsibilities:**

The Public Programs Coordinator supports the planning and delivery of ECC's summer programs for children, youth, and families.

- Community Programs (e.g., Canada Day, Summer Markets, Tri-Cities Pride)
- Collaborate with ECC staff and community partners to plan engaging arts activations for public events.
- Coordinate partners and volunteers; support hands-on art activities; and prepare materials for smooth setup and cleanup.
- Summer Camps (Arts Camps for Children and Youth)
- Coordinate camp registration and participant/parent communications.
- Lead age-appropriate creative activities and supervise campers to support a safe, inclusive environment.
- Support camp promotion materials and supervise/mentor youth volunteers.
- Assist with program evaluations and reports, and help keep spaces and supplies organized.
- Support special events/workshops, youth development opportunities, and related scheduling/administrative tasks.

**Public Programs – Art Gallery at Evergreen**

- Support exhibition-related public programs by planning and facilitating hands-on art activities for a range of audiences.
- Provide materials preparation, documentation/evaluation, and on-site support (audience engagement and volunteers).

**Qualifications:**

- The candidate will be a dynamic, creative, and resourceful individual with a demonstrated interest in public engagement and educational program planning and delivery in the arts.
- Experience working with children and youth in camp, childcare, or educational settings.
- Comfort working with children and youth in large group settings and one-on-one Experience working with children with special needs and diverse learning styles is an asset.
- Strong communication skills with children, fellow staff, and parents/guardians.
- Ability to work effectively as part of a team and maintain a positive, professional attitude.

- First Aid/CPR certification (required, or willingness to obtain before camp begins).
- Must pass a criminal record/background check (or be willing to obtain one).

**Desired Qualifications:**

- Working toward a degree in Fine Arts, Education, or a related field, with experience leading creative programs for children and youth.
- Strong understanding of child development, inclusive facilitation, and supporting diverse learning needs.
- Knowledge of contemporary Canadian art, with engagement in the local arts community and interest in gallery- or museum-based public programs.
- Exceptional communication and organizational skills, with a demonstrated commitment to diversity, inclusion, anti-racism, and equity.

**All Applicants must meet the following Canada Summer Jobs employment criteria:**

- Must be available for the full work term
- Be between 15 and 30 years of age at the start of the employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

**Working Conditions:**

This is a seasonal, full-time position during the summer months. Hours typically align with camp schedules, which may include mornings and afternoons. The position is based in an art camp environment, with work occurring outdoors and in dedicated visual art and performing arts spaces. Applicant must be able to attend staff training prior to the start of camp.

**Apply:**

We value an inclusive workplace that is reflective of our community, and we strongly encourage applications from members of diverse communities. Please send your resume, including a cover letter by **Friday, May 15, 2026** to:

**Email:** [tatiana@evergreenculturalcentre.ca](mailto:tatiana@evergreenculturalcentre.ca)

**Address:** 1205 Pinetree Way, Coquitlam, BC V3B 7Y3

We acknowledge that Evergreen Cultural Centre Society operates on the traditional, ancestral and unceded territory of the k<sup>w</sup>ik<sup>w</sup>əł'əm (Kwikwetlem First Nation). We thank the k<sup>w</sup>ik<sup>w</sup>əł'əm who continue to live on these lands and care for them, along with the waters and all that is above and below.

**Website:** [www.evergreenculturalcentre.ca](http://www.evergreenculturalcentre.ca)