



Position Title:	Event Facilitator		
Reports To:	Engagement Manager		
Classification Level:	\$28.00 per hour	Date:	May 2026

About EducationPlannerBC

EducationPlannerBC (EPBC) is B.C.'s provincial application and data exchange hub designed to provide improved access to post-secondary education in B.C. by engaging and informing applicants and their supporters throughout their post-secondary researching, planning, and applying stages. EPBC works to proactively innovate for our applicants, public post-secondary institutions (PSIs) and government partners.

Position Summary

The Event Facilitator reports to the Engagement Manager and receives direction and guidance from the Community Engagement Specialist and Event Support Specialist. They are responsible for the successful facilitation of EPBC's Find Your Fit events that support students in discovering careers and understanding the connection between education and careers as they plan for post-secondary education in B.C.

This role is accountable for the successful delivery of engagement activities for EPBC's Find Your Fit events, which includes facilitating event activities, assisting with the set up and take down of event equipment and material, and supporting the on-site event team as needed.

The Event Facilitator is friendly, approachable, and outgoing, and can connect easily with diverse audiences in a variety of environments while showing understanding and respect. They are a team player who enjoys communicating with others, and brings a positive, can-do, mindset to their work. As part of the Marketing and Engagement team, the Event Facilitator supports a collaborative, consultative approach for the successful integration of work and knowledge sharing to strengthen community engagement and effectively support key audiences.

Key Accountabilities & Time Allocation

The following provides an approximate allocation of time for key accountabilities and a representative list of duties. From time to time, this position will be expected to undertake other duties and responsibilities as necessitated by its evolving position within the organization or the overall business objectives of the organization.

Event Facilitation (60%)

- Facilitate interactive career stations at Find Your Fit events by guiding students through engaging, hands-on activities
- Use key messaging to inform and support students during learning activities; encourage participation by motivating students to explore a variety of activity stations, asking questions, and supporting the exploration of different career options
- Learn and share information on education and career paths, including high-opportunity occupations and required skills
- Represent EPBC by connecting professionally and supportively with students and school partners
- Collaborate with the event team to support a smooth and coordinated event experience
- Provide feedback to the Event Support Specialist with event metrics and observations including student interactions and engagement

Event Operations Support (40%)

- Assist with the event set up and take down, including packing/unpacking, lifting and transporting items, setting up activity stations, and ensuring materials are organized and ready for engagement
- Assist with organizing, storing, and reviewing event materials and equipment inventory

Competency Requirements

- Ability to engage audiences through facilitation, public speaking and/or presentation
- Ability to clearly communicate, both verbally and in writing, being mindful of the audience and their communication needs
- Ability to be proactive, flexible, and adaptable, adjusting to shifts in workload and task priorities
- Ability to work collaboratively by maintaining positive working relationships with team members across EPBC and with external partners
- A keen focus on detail and accuracy
- Ability to apply problem-solving and analytical skills, for quick and confident decision making
- Effective listening, negotiation, dialogue/conflict resolution, and diplomacy skills
- Ability to demonstrate professionalism and good judgment, taking initiative where appropriate

Education, Knowledge and Experience

- A minimum of one-year post-secondary education
- Experience in developing and maintaining relationships and collaborating with a team to achieve common goals
- Experience in delivering presentations or public speaking
- Familiarity working with youth
- Familiarity with B.C. education systems
- Background or education in STEAM, sciences, engineering, trades, healthcare, or technology an asset
- Class 5 BC valid driver's license and access to a vehicle for work is an asset
- A criminal record check is required

Supervisory Responsibilities

No formal supervisory responsibility.

Interpersonal Relations

The key partners and team members this role interact with include:

- Internal partners – All members of the organization
- External partners – Students, parents and supporters, high school and PSI representatives, community partners (e.g. Foundry), vendors, sector agencies (e.g. BCCAT, BCcampus), and partner organizations (e.g. SkilledTradesBC)

Decision Making Authority

Decisions generally affect their own job, procedures, and the department in which the employee works. Through the collaborative nature of EPBC, decisions may also impact the workflow or reputation of other departments. In some instances, decisions may impact partners, though management supervision generally limits this position's impact on decisions.

Financial Responsibility

This role has no financial responsibility.



Working Conditions

This position is a contract position based on schedules created with schools and host organizations within the province. It is expected to have the working conditions associated with in-person engagement activities and events.

Additional working conditions include:

- Extensive travel throughout B.C. for in-person engagement activities and events
- Evening and/or weekend work will be assigned in lieu of regularly scheduled weekday shifts or may be assigned, on occasion, in response to critical issues.
- Possible eye strain from the constant viewing of electronic displays (i.e. computer monitors)
- Standing for long periods of time during engagement activities
- Lifting and transporting items weighing up to 20kg

Posting Information

Closing Date: This posting will remain open until the position is filled

Wage: \$28.00 per hour

This is a temporary, term position, September – December, 2026, based in Vancouver.

To apply for this position, please send your CV and cover letter to findyourfit@educationplannerbc.ca.

Disclaimer

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.