



## **Event Facilitator Opportunity**

### **Organization Overview**

EducationPlannerBC connects people to education and career opportunities through information, support, and technology. Our website is home to the provincial post-secondary application service and valuable resources. Students can access information such as program and career planning, admission requirements, financial aid options, and can easily apply to any of B.C.'s 25 public post-secondary institutions. EducationPlannerBC improves access to post-secondary education in B.C. by engaging and informing students and their supporters, throughout their planning, researching, and applying stages, with no associated cost.

### **Project**

EducationPlannerBC is expanding our engagement opportunities to reach students in grades 7-10 across the province. In collaboration with WorkBC, we are delivering Find Your Fit – a hands-on career exploration event that showcases high-opportunity sectors such as healthcare, skilled trades, engineering, and technology, with a strong focus on building job skills and introducing education pathways.

### **Hours, Pay and Work Schedule**

There are multiple part-time opportunities for this position, with possible full-time positions. This role involves a flexible schedule with frequent local and overnight travel across B.C. This position is from September to December 2025, with the opportunity for extension to June 2026. Specific start and end dates will be discussed during interviews.

The pay range is \$25- \$35/hour (incl. vacation and holiday pay)

### **Responsibilities include:**

- Facilitate interactive career stations by guiding students through engaging, hands-on activities
- Use prepared scripts and key messaging to inform and support students during learning activities
- Learn and share information on education and career paths, including high-opportunity occupations and required skills

- Encourage participation by motivating students to explore a variety of activity stations, ask questions, and explore different career options
- Manage set up of activity stations, ensuring materials are organized and ready at each school
- Support the event set up and take down at each event location, including packing and lifting
- Collaborate with the event team to support a smooth and coordinated event experience
- Provide feedback through observing and sharing student interest and engagement
- Travel across B.C. as part of the education tour to various school locations
- Represent EducationPlannerBC as an engagement lead, by connecting professionally and supportively with students, teachers, and other audiences at each event

### **Required qualifications, skills, and experience**

- Experience in working with youth, providing mentorship and encouraging participation
- Ability to engage audiences through facilitation, public speaking and/or presentation
- A strong team collaborator with a commitment to shared goals
- Ability to be flexible and adaptable, adjusting to shifts in work and priorities
- Background or education in STEAM, sciences, engineering, trades, healthcare, or technology considered an asset
- Understanding of inclusive and accessible education, with the ability to support diverse audiences
- A focus and understanding on the importance of communication, process, and the ability to provide exceptional client service
- Comfortable with travel and extended time away, demonstrating professionalism and good judgment during both work hours and personal time while travelling
- Ability to stand for an extended period and with lifting of equipment up to 50 lbs

All candidates selected for the role will be required to complete a criminal record check

### **How to Apply**

Please submit your resume and cover letter by email to [FindYourFit@educationplannerbc.ca](mailto:FindYourFit@educationplannerbc.ca) with the subject line “FYF Event Facilitator”. We appreciate all interest; however, we will only contact short-listed applicants.