



Summer Student Positions – ActivateYYC Programming & Events Assistant

Term: June 1 – August 31, 2025

Hours: 35 hours per week

Wage: \$21/hour

Location: Calgary, AB

About ActivateYYC and the Federation of Calgary Communities

ActivateYYC is a community microgrant program that supports citizen-led placemaking projects across Calgary. We help bring public spaces to life through creative, small-scale initiatives—such as alleyway activations, murals, public markets, and pop-up parks—that foster connection, vibrancy, and community pride.

Position Overview

We're looking for 2 (two) dynamic and community-minded **Programming & Event Assistants** to join our team for the summer. The focus of this role will be leading the planning and coordination of **PARK(ing) Day 2025**—a city-wide event where local groups transform ordinary parking stalls into creative, temporary public spaces.

In addition to PARK(ing) Day, you'll assist with a range of summer events and projects, including:

- Developing a playbook of great ideas for public realm activations.
- Design competitions for small-scale public improvements
- Workshops and outreach events promoting placemaking

You'll also support partnership and sponsorship efforts to help grow our reach and resources.

Key Responsibilities

Event & Program Delivery

- Lead planning and execution of PARK(ing) Day 2025, including permits, site logistics, and participant coordination
- Support delivery of other summer placemaking events (markets, workshops, installations)
- Coordinate event setup/takedown and ensure a smooth participant and attendee experience
- Create event marketing and promotional materials

Partnerships & Communications

- Research potential sponsors and community partners aligned with placemaking, public space, or social impact
 - Draft and deliver partnership proposals, sponsorship packages, and outreach emails
 - Support public engagement and awareness efforts through social media, e-newsletters, and press releases
 - Create visually engaging content using tools like Canva or Adobe Creative Suite
 - Assist with storytelling, photo documentation, and post-event reporting
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Ideal Candidate

- Must be returning to post-secondary studies in Fall 2025
 - Strong project management and organizational skills. Excellent verbal and written communication abilities
 - Outgoing and confident in building relationships with stakeholders, businesses, and sponsors. Passionate about public space, placemaking, and community-building
 - Experience or education in urban planning, urban studies, architecture, landscape architecture, communications, marketing, or related field
 - General office hours are 8:30 a.m. to 5:00 p.m. Monday through Thursday and 9:00 a.m. to noon Fridays. Evening and weekend work will be required.
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Why Join Us?

- Take the lead on a high-impact placemaking event, gaining hands-on experience in partnership development, event planning, and urban activation—all while contributing to creative community projects in a supportive, purpose-driven environment.

If you meet these qualifications and are excited about the opportunity to contribute to engaging Calgarians, we encourage you to apply!

How to Apply

Please submit **your resume and a cover letter** detailing your relevant experience and why you're excited about this position to:

ADAM@CALGARYCOMMUNITIES.COM

Application Deadline: May 23rd, 2025