



Job Postings

Position: Planner

Compensation: \$15/hr, 35hrs/week, 8 weeks

With the support of the Canada Summer Jobs program, YCAE is seeking a motivated and detail-oriented Program Planner to join our team for Summer 2026.

Job Description: This is an exciting opportunity for a student to gain hands-on experience in program design, event coordination, and community engagement within a dynamic, non-profit environment.

The successful candidate will play a key role in supporting the planning and delivery of a vibrant language and cultural immersion program. Working closely with the team, you will help design engaging activities, coordinate events, and ensure the smooth execution of programs that celebrate cultural diversity and community connection. This role is ideal for someone who is highly organized, creative, and passionate about making a positive impact through community programming

Key Responsibilities

- Support the planning and development of a language and cultural immersion program, including themes, lesson outlines, and schedules
- Coordinate program activities, events, and partnerships with community organizations and cultural contributors
- Prepare program materials, resources, and communication documents for participants, families, and instructors
- Maintain planning documents, schedules, and basic budget tracking
- Provide on-site support during program delivery, including setup, activity supervision, and event assistance
- Ensure a safe, inclusive, and engaging environment for all participants

Qualifications:

- High school or post-secondary students currently enrolled in Business Administration, Event Management, Project Management, Education, or a related field.
- Experience in administration, event planning, project coordination, or in a similar role is an asset.
- Familiarity with project management tools (e.g., Monday.com, Asana), Microsoft Office Suite, and basic design tools such as Canva or Adobe Creative Suite are considered an asset.
- Ability to work independently and as part of a team.

Deadline for Submissions: Open Until Filled

Job Start Date: June 22nd, 2026

To Apply: E-mail your cover letter and resume to HR Manager, at: careers@yorubasofedmonton.ca

Subject: Planner 2026. Only applicants selected for interviews will be contacted.

Working Conditions: Full-time position with standard office hours. This role is hybrid