



**Mission Environmental Stewardship Society** is looking for a part-time Program Assistant to join the MESS Team.

This is a part-time position requiring approximately 10-15 hours per week until April, at a rate of **\$20/hr**. After April, hours will be based on the organization's event schedule. The position offers some flexibility but will require weekend work at events throughout the spring, summer, and fall. Attendance at these events is non-negotiable.

Knowledge of our non-profit society, programs, and volunteer experience is preferred but not required. The position is hybrid, with a combination of remote work and in-person attendance at events.

This position will start on **March 16<sup>th</sup>, 2026** and is guaranteed through **December 31<sup>st</sup>, 2026** with the potential for extension.

#### **EVENT DUTIES:**

- Assist in organizing *Mission Earth Fest 2026*: Mission's Earth Day Celebration
  - Plan activities
  - Attend planning committee meetings
  - Coordinate volunteers
  - Must be available for the event on **Saturday, April 25<sup>th</sup>, 2026**
- Assist the Executive Director with event setups located in Mission, including but not limited to group litter cleanups and community outreach events:
  - Helping with setup and takedown of the popup tent, tables, chairs, signage, etc.
  - Organizing volunteers during group cleanups
- Assist with transportation of equipment, supplies, and food to and from events.
- Work directly with the public, including children, to answer questions regarding programs, volunteering, and upcoming events
- Promote education and awareness regarding the impact of litter and illegal dumping
- Promote the overall goal of reducing litter and dumping in the Mission Community
- Coordinate equipment, supplies, and volunteer sign-in at events
- Assist with food and beverages for volunteers if applicable at the event
- Maintaining a positive relationship and communication with volunteers
- Conduct safety orientations to volunteers & participate in outdoor community cleanups
- Photography of events

- Deliver our youth programming and managing registrations including keeping a participant count & statistical data
- Attend public outreach events such as at the Farmer's Market or local festivals

#### **RELEVANT BACKGROUND, EDUCATION, OR WORK EXPERIENCE:**

- Comfortable working outdoors in various weather conditions
- Experience with Microsoft Office Suite (MS Word, PowerPoint, Excel)
- Effective communication and organizational skills
- Self-motivated and able to work independently
- Community-oriented with a strong environmental focus, particularly in relation to litter and illegal dumping
- Knowledge of Mission community and MESS programs is preferred
- Volunteer experience is an asset but not required
- Social Media experience (Facebook, Instagram) is an asset
- Comfortable speaking in public to groups of up to 50 people
- Ability to pass a criminal background check (required for working with children)
- Must have own transportation and a valid driver's license (some work may take place in remote areas of Mission without public transportation access)
- Must enjoy working with children and be comfortable in that environment

*Mission Environmental Stewardship Society is fully committed to abiding by all equal opportunity employment standards. Our employment policies strictly prohibit all forms of discrimination. All our employment practices are solely based on individual merit, job requirements and business needs.*

#### **TO APPLY:**

**All those interested in applying, please send your resume and cover letter to [info@messociety.ca](mailto:info@messociety.ca) as word documents or as PDF files. All applications must have the subject line: Program Assistant Application. **This posting will close on February 25<sup>th</sup>, 2026.****



**\*\*Please no phone calls. We thank everyone who applies, however, only those who are short-listed for an interview will be contacted. \*\***