

Major Community Projects Coordinator (Summer Student)

Description

The Major Community Projects Coordinator – Summer Student will be responsible for assisting the team in all events and programs. You will be a creative thinker who thinks outside of the box when it comes to creating content for social media. A keen understanding of digital marketing platforms and how to engage and grow our channels would be an asset. You have experience in design and naturally have the ability to create exciting and engaging content. **This position is open to all students who currently live in the Regional Municipality of Wood Buffalo.**

Responsibilities

- Plan events and programs;
- Identify additional events and programs opportunities as appropriate;
- Identify and source materials and supplies for events and programs within budget allocation;
- Assist with advertising and support our team in creating marketing materials as needed;
- Maintain a record of daily activities, providing recommendations for future program improvement;
- Assist in events and programs evaluation through the collection of feedback from participants and associated parties; and assist in report preparation;

Qualifications

This position is a Summer Student position. Students must be returning to academic study in the Fall of 2026.

Applicants are encouraged to be enrolled in marketing, digital marketing, or business studies. Previous experience creating content and strategy for social media platforms, either as a volunteer or a paid position, would be an asset. Applicants should also be familiar with Microsoft products (office, word, excel, SharePoint) and have strong skills at working independently. Strong writing skills and attention to detail are important.

Multicultural Association of Wood Buffalo is committed to creating a diverse and inclusive work environment that invests in building a culture of appreciation and respect. We offer equal opportunity to all candidates seeking employment.

If you think you are a great fit, please tell us why in your cover letter and attach your resume before May 15, 2026.

Job Type: Seasonal
Contract length: 2 months

Pay: From \$20.00 per hour

Work Location: In person

[Apply online today \(click here\)](#)

Hiring organization

Multicultural Association of Wood Buffalo

Employment Type

Temporary

Duration of employment

2 Months

Industry

Social Non-Profit

Job Location

9908 Penhorwood Street, T9H 1L3,
Fort McMurray, Alberta, Canada

Base Salary

\$ 20

Date posted

April 28, 2026

Valid through

15.05.2026