



## Conference Organizer Contract

**Position Title:** Conference Organizer

**Hours:** 8 Hours per week

**Rate of Pay:** \$30.00 per hour

**Term of Contract:** 5 months, Jan 19, 2026 to June 19, 2026.

We are seeking a qualified candidate for the **Temporary Conference Organizer Contract** position for the South Kootenay Child Care Resource and Referral Program.

Under the direction of the Child Care Resource & Referral (CCRR) Program Coordinator the Conference Organizer will be responsible for providing administration to support the planning and implementation of the 2026 Kootenay Boundary Early Years Conference.

### **SKILLS & EXPERIENCE**

- Experience in conference planning & Eventbrite
- Knowledge of the Early Years
- Ability to work independently and as part of a team
- Good organizational, communication and planning skills
- Computer literacy

### **KEY DUTIES**

- Planning and hosting conference committee and subcommittee meetings
- Development of conference brochure and promotional materials
- Set up and administration of Eventbrite
- Developing conference packages
- Coordinating catering
- Serving as primary point of contact
- Administration of travel bursary
- Development and follow up of all professional development certificates

### **HOW TO APPLY**

Please send your resume and cover letter to SKCCRR Coordinator at [skccrr.coordinator@ccssecbc.com](mailto:skccrr.coordinator@ccssecbc.com) by 4:00pm on the 5<sup>th</sup> of January 2026. **This Contract**



**position is for 8hrs per week for 5 months, from the 19th January to the 19th of June 2026.**

We thank all applicants for their interest, and we will be in touch if you are selected for an interview. If you are selected for this contract, we will require your consent to a criminal record check. All job postings are on our website: [Careers | Community Connections Society of Southeast BC](#)

**All contractors must meet the following requirements prior to beginning work:**

- WorkSafeBC Coverage: Contractors must be registered and in good standing with WorkSafeBC. Proof of coverage will be required.
- Independent Contractor Status: This is an independent contractor role. The successful applicant will be responsible for managing their own taxes, insurance, and any subcontractors they engage.

Deadline for Applications: Jan 9<sup>th</sup>, 2026

Submit to: [skccrr.coordinator@ccssebc.com](mailto:skccrr.coordinator@ccssebc.com)

Attention: Frankie Seitz