

Event & Marketing Specialist

Elm City Events | Fredericton, NB | May 11 to August 21, 2026

We are looking for an enthusiastic, detail-oriented person to join our team for the summer. You will be on the ground at conferences and events across New Brunswick and beyond, working alongside our planning team from setup to teardown. You will see firsthand how a national event services company operates, and your contributions will directly shape the experiences our clients and their attendees have.

This is a hands-on role. You will help coordinate pre-event logistics, support registration and attendee experience on site, contribute to our social media and marketing efforts, and work with a team that manages events for clients like DFO, Youth Science Canada, CAMA, and the Government of New Brunswick.

What You'll Do

On-Site Event Support

- Assist with event setup and teardown, including signage, AV coordination, decor, and furniture arrangement
- Support attendee registration and check-in to ensure a smooth, welcoming experience
- Provide on-site direction for attendees, guiding them to sessions, amenities, and key locations
- Help coordinate speakers, performers, and VIPs to ensure they are prepared and in position
- Oversee event activations such as photo booths, interactive displays, and sponsor areas
- Track and manage inventory of event materials including name tags, giveaways, and event kits

Pre-Event Coordination

- Coordinate name badge creation, delegate package preparation, and registration desk materials
- Create event materials, package client gifts, and prepare activation kits for shipping
- Confirm attendance by contacting invitees via phone and email
- Assist with program creation, printing, and running event reports for stakeholders
- Pick up and drop off materials as needed, coordinating logistics with the team

Marketing and Content Support

- Capture photos and content at events for use across social media and marketing channels
- Help organize and sort the existing photo and media library for future use
- Contribute to content brainstorming and social media post drafting

Administration

- Maintain accurate records in company databases and CRM
- Send post-event client surveys, compile results, and share insights with the team
- Support office organization including event material storage and inventory

What We're Looking For

- A genuine interest in event planning, tourism, marketing, or hospitality
- Strong organizational skills and attention to detail
- The ability to stay calm, professional, and adaptable in fast-paced environments
- Confident communication skills and comfort working with clients and attendees
- Proficiency with Microsoft Office (Outlook, Excel, Word, PowerPoint) and Canva
- Flexibility with work hours, as some events take place on evenings and weekends
- Fluency in French is considered an asset
- A valid driver's license and access to a vehicle is considered an asset

What You'll Get

- A front-row seat to how conferences and events are planned and delivered for organizations across Canada
- Hands-on experience working with government, association, and not-for-profit clients on real events
- A dedicated workspace in our downtown Fredericton office
- Training, mentorship, and professional development from an award-winning event team
- The potential for travel to event sites across the region

Compensation	\$18/hour
Hours	35 hours per week
Contract	May 11 to August 21, 2026 (flexible)
Location	Fredericton, NB (on-site at events as required)

This position is funded through the Canada Summer Jobs program and is open to all youth aged 15 to 30. Applicants must be a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.

Elm City Events | 390 King Street, Suite 210, Fredericton NB | elmcityevents.ca