



802-770 Main Street
Moncton, NB
E1C 1E7

Job Description

Job Title: Marketing & Event Planning Assistant (Summer Student)

Location: Downtown Moncton Centre-ville Inc., 770 Main Street, Suite 802, Moncton, NB

Duration: Summer 2026

Hours: Full-time (35 hours/week)

Wage: \$16/hour

Availability: Occasional evenings and weekends required

Reports To: Melissa Drisdelle, Membership Engagement Coordinator, 506-857-2991

Overview:

Downtown Moncton Centre-ville Inc. is seeking a motivated and detail-oriented summer student to join our team as a Marketing & Event Planning Assistant. This position offers hands-on experience in event coordination, marketing, digital content creation, and administrative support.

The successful candidate will also assist in the management and promotion of the Downtown Moncton Gift Card program, supporting both client sales and merchant communications.

Key Responsibilities:

- Assist with the planning, coordination, and on-site support of community events
- Create content for marketing and promotional materials, including social media posts, newsletters, and promotional materials
- Develop and edit digital assets (graphics, photography, short videos) for various platforms



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- Provide general administrative support including data entry, document prep, scheduling, and record-keeping
- Support Downtown Moncton Gift Card sales and distribution to clients
- Coordinate merchant onboarding and provide ongoing communication and support for participating businesses
- Respond to public and merchant inquiries in a professional and timely manner
- Attend meetings with the Membership Engagement Coordinator and provide note-taking, logistical, or follow-up support as needed
- Assist with community outreach and stakeholder engagement initiatives
- Other administrative duties as assigned

Qualifications:

- Strong written and verbal communication skills
- Excellent organizational and time-management abilities
- Proficiency in Microsoft Office (Word, Excel, Outlook) and social media platforms
- Experience with graphic design tools (e.g., Canva, Adobe Creative Suite) or video editing is an asset
- Friendly and professional demeanor with strong interpersonal skills
- Reliable, self-motivated, and able to work independently and collaboratively



Employment Information for Canada Summer Jobs Participants

Welcome to the [Canada Summer Jobs](#) (CSJ) program! Your employer has given you this document provided by CSJ to help you navigate your summer work experience.

CSJ Participant Webpage

Visit our [new webpage](#) designed just for CSJ participants! Check out the "Before you start checklist" to make sure you're ready for your summer job.

Young Workers

As a participant in the CSJ program, you must review the [Young Workers website](#). This site provides important information about health and safety, employee rights, employment laws and more.

Employee Consent form / Employer Employee Declaration

To confirm your eligibility for CSJ, you must sign either the [Employee Consent form](#) or the [Employer Employee Declaration](#). If you have not signed one of these forms yet, ask your supervisor to provide you with the right form to complete.

Youth Participant Questionnaire

Please fill out the anonymous [Youth Participant Questionnaire](#) at the end of your summer job. Your insights give us valuable feedback on your experience with CSJ! See what past participants had to say about their experience in our [annual results infographic](#).

Our Contact Information

You have the right to a safe, inclusive, and healthy work environment that is free from harassment and discrimination. If you feel that your workplace does not meet these standards, you can:

- Fill out this [online form](#) for an easy way to submit your questions or concerns.
- Call us at 1-800-935-5555 to speak to a Service Canada representative. You can reach us Monday through Friday (excluding holidays) between 8:00am and 8:00pm Eastern Time.

Stay tuned! Once we receive the contact information you provided on your form, we will send you an email with more information on participating in the CSJ program.