

City of Fredericton Bilingual Programming & Events Assistant

The City of Fredericton is a growing, busy, and lively city that cares about its residents. We'd love you to be part of our team! Our employees deliver services to those who live, work, and play here in Fredericton. It's now easier than ever to apply for a job at the City with our online application tool. Join the Fredericton Tourism & Events team as we continuously seek new ways to improve and inspire at the City of Fredericton.

Bilingual Programming & Events Assistant

What You'll Do:

Meet new friends, build your skill set and make a difference in your community!

Programming & Events Assistants (PEAs) become part of a close-knit team that shares their learned knowledge with our visitors and residents. This high energy person loves public speaking and working with people. They will assist with a variety of programming and events. Depending on the shift, they could be assisting visitors, setting up for & emceeing a concert, making deliveries, creating signs, overseeing Fredericton Al Fresco spaces, and writing blogs or all the above and more.

Top Responsibilities:

- Daily set-up, maintenance and dismantling of Fredericton Al Fresco locations.
- Equipment set-up and bilingual public speaking duties for outdoor events that happen almost daily July-September.
- Delivering literature locally and to Visitor Information Centers across the province.
- All staff are deployed as part of Fredericton Tourism & Events' operations team – assisting and interacting with the public, walking, lifting, carrying, pushing, pulling, loading, and climbing on Thursday evenings at the Garrison Night Market and at other times, as assigned.
- Key-holder: assuring security of Tourism assets and buildings.
- Encouraging visitors to lengthen their stay by counselling them about activities, events, packages, accommodations, and dining options available in the Fredericton Capital Region.
- Keeping oneself up to date on current and upcoming events in the Fredericton Capital Region.
- Liaise with tourism industry members for updates.
- Writing or updating blogs.
- The right candidate will develop social media content including image and video production. They may record and edit video projects, including capturing media and editing footage to be featured on social media platforms such as Instagram stories and reels.
- Other duties, as required.

Your Qualifications:

Fredericton Tourism & Events is seeking University students to fill this position. Those attending local schools will be given preference due to the length of employment, May-October.

- A positive attitude and eagerness to learn are essential.
- Fluency in both NB official languages **is required**, and preference will be given to any applicant who can also speak Chinese or Mandarin.
- A valid Class 5 driver's license **is required**.
- Customer service experience is an asset.

All About the Fit:

Doing this job well requires a dedicated, resourceful, flexible, and committed individual.

At Fredericton Tourism & Events we have a culture of innovation, and we look to our staff to provide great ideas on how to improve our work – we'll be looking for your input! Staff are tasked with assessing visitors' needs and providing them with information that will be helpful to make the most of their visit. It is expected that the suggestions will be impartial and well rounded.

Many tasks require attention to detail and the ability to concentrate in a busy environment. Much of your day is spent on your feet and requires an upbeat attitude. Lifting heavy boxes, moving tables and chairs, setting up tents and other infrastructure is a regular occurrence.

While there are tasks that will be located inside climate-controlled environments, being outside at programming and events in varying degrees of weather is a big component of the position, depending on the shift.

Traveling around our province can be expected at least once over the summer, depending on tasks assigned.

Programming & Events Assistants report directly to the Tourism Operations & Product Development Coordinator. Tasks will also be assigned by the Visitor Information Centre Supervisor.

WORK STATUS: Full-time May-August and Part-time September-October.	HOURS OF WORK: Shift work. Daytime, evening and some later nights.
SALARY: Student Level 2: \$17/hour + bonus	WORK LOCATION: Downtown Fredericton.
CLOSING DATE: Applications will be received up to Sunday, March 8, 2026 . While we thank all of those who apply, only applicants selected for an interview will be contacted.	

Please note: In certain circumstances, some of our interviews may be virtual. Be sure to preplan your technology, work background and wardrobe to wow us when we meet.



Fredericton
www.fredericton.ca