

1. [Register](#) for the BC Provincial Competition by 11:59 pm on 5 April 2021

A teacher, or other representative of a school, can register potential competitors. Gold medal winners from regional competitions will receive priority registration.

2. Submit Pre-Competition Documents by 8:00 am on 8 April 2021

Email a cover letter and resume, directed and tailored towards one of the two fictional job postings, to jmccarron@vsb.bc.ca:

Ms. Janet McCarron
SkillsBC Provincial Job Search Competition
1155 East Broadway Vancouver, BC. V5T 4V5

Attach the cover letter and resume as one PDF file named depending on the job you are choosing:

YourLastName_YourFirstName_EventPlanning.pdf **OR**
YourLastName_YourFirstName_CommunicationsTeam.pdf

Competitors may either create new letters and resumes for the competition or alter existing materials.

Competitors are required to use only factual and verifiable information in their cover letters and resume.

Please include your school email address on these documents.

The body of the email must include the competitor's full name, school name, grade, teacher-sponsor's name and email, as well as which job posting the competitor is applying for.

All communications about the competition will be through the competitor's school email address.

3. Receive Confirmation of Receipt Email from the Provincial Chair

Confirmation of receipt will be issued via email within 72 hours. Competitors are responsible for following up with the Provincial Competition Chair if they do not receive a confirmation within 72 hours. Information and detailed instructions for the Provincial Competition will be provided at this time. Online interviews will take place between 12 – 16 April 2021.

Please consult the Scope Document for all other details of the competition.

Job Posting #1: EVENT PLANNING ASSISTANT

Best Birthday Bashes is hiring assistants for our division which focuses on arranging children's birthday parties.

Duties include assisting the Birthday Director with all aspects of organizing children's birthday parties, including sending invitations, booking venues and entertainers, arranging catering, and assisting with all the small details that make our events special and unique. You will also be expected to work at birthday events including set up and clean up, leading children in planned activities, and always ensuring children are safe and having fun.

At this time, we anticipate that COVID protocols will be relaxed by July. It is possible that the successful applicant will need to adapt to changing circumstances in accordance with advice from the local health authorities.

The successful candidate will have the following attributes:

- Team player – you are helpful and work cooperatively with others to get things done.
- Self-motivated – you take initiative and can work independently without close supervision.
- Positive Attitude – you serve as an enthusiastic role model for the children ensuring that everyone has a great time.
- Excellent communication – you communicate clearly and professionally with vendors/suppliers, staff, clients, and children.
- Enthusiasm – you have a genuine interest in working with children.
- Customer-service – you provide the best experience for the clientele.

Previous experience working with children is an asset but not required. All successful applicants must consent to a criminal record check.

We provide a competitive wage. Full-time (35 hours/week) and part-time (up to 20 hours/week) positions are available throughout July and August. When applying, please specify your preference for a full-time or part-time position.

Please direct your resume and cover letter in PDF format by 8:00 am on 8 April 2021 at the latest. You can find further information and instructions on the Scope Document on the SkillsBC website.

Job Posting #2: COMMUNICATIONS TEAM ASSISTANT

Innovative Marketing is undertaking a project to connect philanthropic organizations offering scholarships to high school students bound for post-secondary education.

We are seeking energetic and positive high school students who would like to work in an office environment as part our Communications Team. We offer an exciting work environment and provide valuable learning and career opportunities for students. We offer full-time and part-time positions to qualified students.

Communications Team Assistants will be expected to perform basic office duties such as greeting clients, answering and directing inquiries made by phone or in person, distributing paper and electronic mail, tracking data, creating and editing business documents and spreadsheets, and maintaining an accurate filing system. You will also assist with data collection through interviews and focus groups to gather marketing content.

At this time, we anticipate that COVID protocols will be relaxed by July. It is possible that the successful applicant will need to adapt to changing circumstances in accordance with advice from the local health authorities.

We require the following:

- Team Contributor – you work cooperatively with others to complete tasks and achieve stated goals.
- Self-motivated – you take initiative and work well independently, and you also know when to ask for support.
- Interpersonal Skills – you can speak with ease and confidence to a variety of different people.
- Customer-focus – you can recognize needs and efficiently assist with inquiries.
- Communication Skills – you possess exceptional communication skills, both oral and written.
- Excellent computer skills – you are proficient in the use of computers, business software (MS-Office), and have a minimum typing speed of 40 WPM.

Previous experience working in an office environment or as part of a communications team is considered an asset.

We provide a competitive wage. Full-time (35 hours/week) and part-time (up to 20 hours/week) positions from July through August are available. When applying, please specify if you would prefer a full-time or part-time position.

Please direct your resume and cover letter in PDF format by 8:00 am on 8 April 2021 at the latest. You can find further information and instructions on the Scope Document on the SkillsBC website.
