



Heritage Programs & Communications Assistant Position

Young Canada Works – Building Careers in Heritage

Employer: Filberg Heritage Lodge and Park Association

Location: Filberg Heritage Lodge and Park, 61 Filberg Road, Comox, British Columbia

Employment Period: May 19 to August 28, 2026

Hours: 25 hours per week (Wednesday–Sunday, 5 hours per day)

Hourly Wage: \$20 per hour

About the Organization

The Filberg Heritage Lodge and Park Association (FHLPA) is a non-profit organization dedicated to the preservation, restoration, and public enjoyment of the historic Filberg Lodge and its surrounding parklands in Comox, British Columbia. The Association works in partnership with the Town of Comox to deliver heritage programming, guided tours, special events, and community engagement activities that celebrate the cultural, historical, and natural significance of the site, including the Filberg Arboretum.

Job Description

The Heritage Programs & Communications Assistant is an entry-level position designed for a high school or post-secondary student interested in communications, heritage, museums, tourism, or the non-profit sector. Under the supervision of the Executive Director, the Assistant will support heritage programming, visitor engagement, communications, and special events during the busy summer season.

Key responsibilities include:

- Leading guided tours of the Filberg Heritage Lodge, gardens, and grounds
- Assisting with special guided tours for tourism groups
- Supporting special events, including set-up, on-site assistance, and tear-down
- Creating and posting social media content to promote the Association and its programs
- Promoting the Filberg Arboretum and heritage site to visitors
- Working closely with volunteers, staff, and community partners
- Providing front-line administrative support, including answering phones, responding to emails, and data entry
- Representing the Association at community outreach and public events



Required Qualifications

- Currently enrolled in high school or a post-secondary institution
- Interest in heritage, communications, museums, tourism, or non-profit work
- Strong verbal communication skills and comfort interacting with the public
- Basic computer skills (email, word processing, data entry)
- Familiarity with social media platforms is an asset
- Reliable, organized, and willing to learn
- Available to work Wednesdays through Sundays, including weekends
- No prior work experience is required.

Eligibility Requirements

- To be eligible for this position, candidates must meet the requirements of the Young Canada Works program. Applicants must:
 - Be between 16 and 30 years of age at the start of employment
 - Be a Canadian citizen, permanent resident, or have refugee status in Canada
 - Be legally entitled to work in Canada
 - Be a current high school or post-secondary student
 - Be registered in the Young Canada Works candidate pool and willing to comply with program requirements

Employment Equity

The Filberg Heritage Lodge and Park Association is committed to creating an inclusive and equitable workplace. We encourage applications from youth who may face barriers to employment, including Indigenous youth, youth with disabilities, members of visible minorities, women, and new Canadians.

We are a safe, inclusive, and respectful workplace and are committed to providing reasonable accommodations throughout the recruitment and employment process. If you require accommodation at any stage, please let us know.

How to Apply

Please submit a resume and a brief cover letter outlining your interest to Linda Trevor at lodge@filberg.com

Application deadline: April 26, 2026, at 4 pm

Only candidates selected for an interview will be contacted.