



### **Position: Summer Ambassador**

*Hiring for 2 Positions, subject to funding from the Venture for Canada grant.*

**Organization:** Old Strathcona Business Association

**Pay/Hours:** 30 hrs./wk., some evenings & weekends, \$20/hr

**Term:** Summer, temporary. May 4 - August 22, 2026 (16 weeks)

*Hours and terms are subject to change based on grant funding*

**Location:** Old Strathcona/Whyte Avenue outdoors

**Office location:** 302, 10314- 82 Ave, Edmonton, AB T6E1Z8

### **You and the Role:**

Looking for a fun and fantastic way to spend the summer? Do you want to engage with local business and see what makes a main street thrive? As an Old Strathcona Business Association (OSBA) Ambassador, you could spend your summer engaging with business members and patrons of the district.

We are looking for enthusiastic team players with excellent customer service skills, natural problem solving abilities and an adaptable mindset. We can promise lots of variety, sunshine, laughs, and a supportive work environment. Be ready to think on your feet because there is never a dull moment in our neighbourhood! One day you might find yourself participating (or guiding!) a mural tour, and the next you might be pitching our branded tent, handing out free swag and engaging with the community. You will be working with various software tools including Outlook, Teams, Forms, and creative platforms like Canva. Most of all, you will get to know some of the amazing businesses in the area.

### **Duties:**

- You will represent the OSBA in the community through activations, events, festivals, and other community-based engagements
- Administrative support including updating business records to help manage our database through our CRM
- Support our marketing team on various projects like creating social media content for Instagram, Facebook, TikTok, Threads, crafting blog posts, and other special project support
- Help deliver our annual member survey to be delivered in person, by phone and/or online, gathering as much engagement as possible and creating a final report
- Supporting your team members to increase our capacity for data collection, cleaning, veracity and analysis.
- Planning and execution of various OSBA events and place-based activations including planning, marketing, set-up, tear-down, registration of participating businesses and/or guests, and reporting on impact
- Regularly walking through the area, keeping an eye out for graffiti, cleanliness, or other issues to be aware of and liaising with our Clean and/or On-Call Teams as needed
- Other duties as required

## **Qualifications**

- Pursuing a post-secondary degree related to arts management, business, marketing or communications is preferred
- Experience or interest in the areas of communications, hospitality, social media, economic development, urban planning, or a combination of these are all assets
- We are looking for someone who is confident and has a willingness to step outside of their comfort zone to engage with people and support our team
- Self-motivated and willing to take initiative; you are a problem solver
- Effective time management skills and the ability to meet goals with little supervision
- An understanding of the small business communities Old Strathcona and Whyte Avenue are also added assets
- Candidates must meet requirements set out by [Venture for Canada](#) grant be a full-time or part-time post-secondary (college and university), Canadian Citizen, permanent resident, or refugee.

## **About the Old Strathcona Business Association**

The Old Strathcona Business Association (OSBA) represents the interests of over 600 businesses in the Old Strathcona and Whyte Avenue district. Our mission is to foster a thriving businesses and destination district that is inviting to patrons, tourists, and businesses. We focus on priorities voiced by our members: programs and services in the areas of cleanliness, beautification, business support, marketing, advocacy, and mobility. We represent our members' shared goals, drive creative solutions forward and take meaningful action to constantly improve the District Whyte experience. [Learn more about the Old Strathcona Business Association.](#)

**To apply:** Email your resume and cover letter to [info@oldstrathcona.ca](mailto:info@oldstrathcona.ca) by **February 18, 2026**. Incomplete applications will not be reviewed. We thank you for your interest, but only those candidates that are shortlisted will be contacted.