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## Event Planner – Greenhouse & Garden Centre

**Location:** Cedar Rim Nursery, Langley, BC

**Job Type:** Full-Time, Part Time, Permanent

**Compensation:** \$23.00 per hour, based on experience, plus 4% vacation pay (paid on request or at the end of employment).

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## Join Our Team

Cedar Rim Nursery, one of British Columbia's largest and most respected garden centres, is seeking a creative and organized **Event Planner** to join our team. This position plays an exciting role in planning and delivering events that bring our community together and showcase the beauty of horticulture.

If you thrive in a fast-paced environment, enjoy creating memorable experiences, and love working in a natural, plant-filled setting, we'd love to hear from you.

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## Position Overview

The Event Planner will be responsible for coordinating, organizing, and executing engaging events at Cedar Rim Nursery—including seasonal festivals, workshops, and community celebrations. This role collaborates closely with our marketing and retail teams to design meaningful experiences that align with our brand and delight our guests.

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## Key Responsibilities

- Plan, coordinate, and oversee on-site events such as workshops, seasonal festivals, and promotional activities.
- Collaborate with the marketing and retail teams to develop event concepts, schedules, and promotional materials.
- Manage event logistics, including vendor coordination, setup, décor, and cleanup.
- Ensure each event provides a safe, enjoyable, and professional experience for guests and staff.
- Track event budgets, attendance, and post-event feedback to support continuous improvement.
- Assist with general operations during non-event periods as required.

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## Requirements

- Previous experience in event planning, hospitality, or customer service (experience in a retail or horticultural setting is an asset).
- Strong organizational, communication, and multitasking skills.
- Creative problem-solving abilities and attention to detail.
- Able to work independently and collaboratively in a fast-paced, outdoor environment.
- Flexible availability, including weekends and occasional evenings during event seasons.

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## Why Join Us?

- Beautiful, nature-filled work environment
- Opportunity to design and deliver unique, community-focused events
- Staff discount
- Supportive, collaborative team culture

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## Apply Today

If you're passionate about event planning and want to grow your career in a vibrant greenhouse and garden centre environment, we invite you to apply online at [www.cedarrim.com](http://www.cedarrim.com) under *About Us > Join Our Team*. Please complete the online application form in full, including references.

Only qualified candidates will be contacted for interviews. We appreciate your interest in joining our team.

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