



Event Coordinator

Employment Commitment:

June 28 – August 20 (35hrs/week for 8 weeks)

Dates are approximate and subject to change

Basic Requirements:

- Between the ages of 18-30 years of age
- A people person, community oriented, and well organized
- Have excellent customer service skills
- Have excellent computer skills
- Experience with social marketing
- Must be able to supply clean Child Abuse Registry, Vulnerable Sector, and Criminal Record Checks

Position Summary

- Work with committee to create a new and exciting virtual platform;
- Weekly planning and operation of Market events;
- Maximize the revenues: vendor business and other business activities;
- Vendor relations as well as recruit and attract new vendors;
- Prepare timely promotional and communications materials: brochure, updating the Market's social media tools including Facebook & Instagram;
- Attend meetings as required, prepare reports, seek advice from committee when needed;
- Liaising with the Town of Mulgrave Recreation Department and other community volunteers;
- Develop strategies for increasing customer participation;
- Additional duties as defined by the Markets management team.

To apply please send a resume and cover letter to mulgravemarketbythesea@gmail.com or drop off or mail a resume at the Mulgrave Town Office, 459 Murray St, to Heather Brennan.

Deadline to apply is June 14th at 4:30pm