



## SEASONAL SUMMER OPPORTUNITY JOB POSTING

June 28, 2022

**Position:** MARKETPLACE EVENT WORKER  
**Reports To:** Director of Operations  
**Contract Dates:** July – Aug. 27, 2022  
**Primary Function:** Marketplace Event Worker will assist and support monthly market and summer events and support ongoing communication/marketing strategy for all SCCC Markets and related initiatives.

### Responsibilities:

- Assist with various aspects of event planning and execution including recruiting and corresponding with event performers, drafting outreach materials, coordinating event logistics and event marketing.
- Actively participate in the promotion, community outreach strategies and partnership activities.
- Maintain and build on SCCC Markets' social media presence as directed.
- Help drive media attention to SCCC Markets through traditional and social media channels.
- Assist with vendor outreach and coordination for SCCC Markets pop-up shops.
- Assist identified vendors with capacity building as well as for online selling options.
- Assist with day-to-day operations of Market 707.
- Assist with ongoing communication and coordination of vendors and entrepreneurs.
- Work with other staff in a collaborative environment to achieve project goals and objectives.
- Assist with other SCCC Markets programs/events as required.
- Complies with all organizational policies, procedures, and codes of conduct.
- Ensure safety policies and procedures are adhered to as well as compliance with all Covid policies and recommendations
- Other duties as assigned.

### Qualifications:

- Relevant educational, volunteer, or work experience in event planning, market coordination, marketing, or related discipline
- Excellent communication skills, written and verbal.
- Social media literacy (Facebook, Twitter, Instagram, YouTube) an asset.
- Some experience with digital content creation. An asset
- Demonstrated team player, able to work independently and able to multi-task.
- Good outreach, interpersonal and organizational skills.
- Flexibility of hours – evenings and weekend work will be required.
- Able to conduct heavy lifting (lifting boxes, helping with set-up and break down of markets).
- Proficiency with Microsoft Outlook, Excel, and Word.
- Sensitivity and awareness of cultural, racial, economic and socially diverse communities.
- Demonstrated ability to work within an anti-oppression framework.
- Additional languages a plus.

Must be eligible for Canada Summer Jobs Program (be between 15 – 29 years of age at time of hiring)  
Must comply with Mandatory Vaccination Policy

**Hours of Work:** 35 hrs/week Some evenings/weekends may be required.  
**Rate of Pay:** \$15.00 per hour  
**Benefits:** 4% Vacation Pay  
**Apply:** email: [brendam@scaddingcourt.org](mailto:brendam@scaddingcourt.org)  
**Or mail:** Hiring Committee  
Scadding Court Community Centre  
707 Dundas Street West  
Toronto, Ontario M5T 2W6 **(NO FAXES PLEASE)**

**Deadline:** July 5<sup>th</sup>, 2022, 5pm

**Only those applicants chosen for an interview will be contacted.**

**Scadding Court Community Centre is an equal opportunity employer.  
Visit [scaddingcourt.org](http://scaddingcourt.org) to learn more about who we are and what we do.**

707 Dundas Street West Toronto, Ontario M5T 2W6 Telephone: (416) 392-0335 Fax: (416) 392-0340