



EMPLOYMENT OPPORTUNITY: OPERATIONS & EVENTS COORDINATOR

Position Type: Full-Time Summer Contract

Rate of Pay: \$19/hour

Schedule: ~9-5 PM; 35 hours per week; Mon-Fri, with some evenings and weekends.

Employment Dates: May 8, 2023 - September 29, 2023

Location: Hybrid @ The Cabbagetown BIA, 237 Carlton St, Toronto, ON

DEADLINE TO APPLY: April 7, 2023

IMPORTANT: This position is a part of the Canada Summer Jobs Program with funding provided by Service Canada. Candidates must be between 15 and 30 years of age at the start of employment (May 8). Candidates must also be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred for the duration of employment; and have a valid SIN.

ABOUT THE CABBAGETOWN BIA

A Business Improvement Area (BIA) is an association of commercial property owners and tenants within a defined area who work in partnership with the City to create thriving, competitive, and safe business areas that attract shoppers, diners, tourists, and new businesses. The Cabbagetown BIA is a community-driven non-profit organization dedicated to promoting the economic and cultural vitality of Cabbagetown.

JOB TITLE: OPERATIONS & EVENTS COORDINATOR

Works as part of a close-knit team while coordinating key organizational initiatives, including activations and events. Manages some production and technical aspects of The Cabbagetown Festival. Assists the Executive Director with managing streetscape and public realm improvements. Reports to the Executive Director.

Responsibilities Related to The Cabbagetown Festival (September 9-10 2023):

- **Create Event Concepts:** Participates in ideation, collaborating with the BIA team in order to generate concepts and brainstorm ideas. Utilize experience and event knowledge in order to help develop a plan for the execution of these ideas.
- **Work with Member Businesses:** Responsible for management of all participating member businesses, including contracts, payments, and health documentation vital to permit applications, as well as connecting one-on-one to enhance member booth activations.
- **Invoicing & Payments:** Manage the invoicing and payment process for all vendors and suppliers.
- **Promote for, interview, recruit, and manage volunteers,** including all communications, training, and scheduling of volunteers. Prepare an ongoing volunteer strategy for year-long recruitment. Write and present a debrief following the event day and organize volunteer appreciation. Will also include hiring and managing a week-of Volunteer Coordinator.
- **Manage Budgets:** Manages the operations portion of the event budget (as outlined above).
- **Foot Traffic Data Collection:** Create clear and measurable objectives, collect data, and analyze results. Research and manage data-collection options.
- Complete other related duties as assigned.

Responsibilities Related to Streetscaping & Beautification, as required:

- Assists with initiatives related to streetscaping, public realm, and other on-street operations and improvements.
- Manages development and tracking of a public realm asset inventory and issue reporting programs.
- Coordinates with relevant agencies to address member concerns related to operations.

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- Assists in managing the Cabbagetown Street Maintenance team.
- Assists in managing the Cabbagetown Care and Safety Team, including participating in the Advisory Committee, liaising with community service partners, purchasing equipment, monitoring the team, and keeping track of reports.
- Tracks and reports on local development projects related to on-street operations, wayfinding, accessibility, urban planning, parks, and other streetscape or urban development areas.
- Liaises with key stakeholder groups, including staff and elected officials at government departments and agencies at all levels. Attends outside stakeholder meetings related to local projects and priorities (may include evenings and weekends).
- Supervises on-site developments and improvements as necessary, including permit application and implementation of technical details.
- Assist the Executive Director in managing CafeTO, which may include liaising with restaurateurs and setting up live music events.
- Coordinates with the Marketing Coordinator to ensure opportunities are made to support and publicize on-street initiatives online, in media, and through communications channels.
- Completes other related or administrative duties as assigned.

Qualifications

- Must have 1-3 years' experience in event operations, management, and logistics.
- Experience in volunteer recruitment, training, and management preferred.
- Complimentary business-related education; preferably in culture, tourism, urban development, and/or urban planning.
- Strong computer skills; proficient in G-Suite apps by Google Cloud, Microsoft, MailChimp (or other email marketing software), and Squarespace.
- Leadership skills and experience with working in a team.
- Proven ability to balance multiple assignments and tasks simultaneously.
- Excellent communication; written, oral and interpersonal skills with the ability to work and communicate effectively with various stakeholders at a professional level.
- An organized self-starter, creative, and member/customer-focused.
- Able to work with minimal direction.
- Must be able to work on a flexible schedule including evenings and weekends as required for the completion of key project coordination goals.

Additional Benefits:

- Work-from-home opportunities
- Flexible working hours

Self-Declaration

All applicants are welcome. The Cabbagetown BIA is committed to establishing a diverse workforce that is reflective of our community. Funding for this position has been partially provided by The Canadian Federal Government through Employment and Social Development Canada. If possible, this position will be filled by a qualified candidate who is in an underrepresented group (youth with disabilities, Indigenous youth, youth who are members of a visible minority, and youth who are new immigrants/refugees.)

If you have the qualifications, experience, and passion required for this exciting career role, please submit your **resume and cover letter** through [Indeed](#). Interview Schedule - April 3 - 14. Only candidates considered for interviews will be contacted. The successful candidate will be contacted by April 17. **Start date: Mon, May 8, 2023.**

Thank you for your interest. We wish you all the best in your search.

Matthew Mohan, Executive Director, The Cabbagetown BIA