



FARMERS' MARKET

Farmers' Market Manager

Location: Green P Parking Lot #47 at 125 Burnaby Blvd. (near Eglinton Ave W and Castle Knock Rd.)

Reports to: The Eglinton Way BIA Office & Board of Management

Engagement Period: Sunday, June 7th – Sunday, Oct 25th, 2026 (21 weeks)

Market Hours: Every Sunday, 8:00 a.m. – 1:00 p.m. (rain or shine)

Work Hours: 7:00 am – 2:00 pm

Pay Rate: \$22/hour

Job Description:

The Eglinton Way BIA is hosting its **9th Seasonal Farmers' Market**, a weekly community event dedicated to strengthening and promoting our neighbourhood, supporting local farms and businesses, and enhancing food security. The Farmers' Market Manager will oversee the weekly operations of the market and ensure a welcoming, organized, and successful experience for vendors, visitors, and community partners.

The successful applicant will be responsible for:

Weekly Equipment Management:

- The Eglinton Way tents (weights used when necessary)
- Portable Generator
- Tables and chairs
- Kid's activation area
- Pylons
- A-frame signs
- Flag banners

Administration & Execution:

- Ensuring smooth operation of the market from start to finish
- Managing BIA Booth and providing information to the public
- Managing and securing locked cash box and payments
- Weekly reporting of vendor attendance, foot traffic, activities and progress
- Liaising with vendors and attendees
- Event clean-up of litter and garbage disposal

Preferred Qualifications and/or Skills:

- Excellent verbal and written communication skills
- Strong organizational, time management, and problem-solving abilities
- High attention to detail and ability to multitask in a fast-paced environment
- Comfortable interacting with the public and providing customer service
- Experience with event coordination or community programming
- Ability to work independently and respond quickly to unexpected situations
- Experience handling cash and basic financial tracking
- Ability to lift heavy equipment and access stairways
- Comfortable working outdoors in varying weather conditions
- Proficiency with Microsoft Office Suite (Word, Excel & PowerPoint)
- Cell phone for communication during market hours
- Knowledge of The Eglinton Way neighbourhood & BIA is an asset

Applications

All interested candidates should submit a resume and cover letter to info@theeglintonway.com. The job posting will remain open until the position is filled. No phone calls please. Only shortlisted candidates will be contacted.