



448 Barton St. East, Unit 2,
Hamilton, ON L8L 2Y3

Contact Information:

Phone: 289-682-9472

Email: info@bartonvillage.ca

Website: <https://www.bartonvillage.ca/>

Job Title: Assistant Event Coordinator

Hours per week: 25hrs

Hourly rate: \$15.00

Start Date: July 12 – Oct 1, 2021 (12 week contract)

Location: Barton Village BIA, 659 Barton St E, Unit 102, Hamilton, ON L8L 3A3

Level of Education: Post-Secondary career-related (event planning, community developer, business enterprise development)

Company Mission: To create an environment that attracts new businesses and retains existing business through advocacy, promotion, and communication. www.bartonvillage.ca

Position Summary: Help to plan monthly events. Responsibilities include:

- Assist with community outreach
- Assist with marketing and the creation and distribution of flyers
- Assist with updating the website and creating social media campaigns
- Work with local small businesses to ensure they benefit from the event
- Assist with communication for the event using, email, social media, phone and in person with sponsors, participants, entertainers, volunteers, and vendors.
- Various Administrative tasks (including but not limited to minute taking, data entry and record keeping)
- Manage volunteers, vendors, performers and suppliers
- Other duties as assigned

Skills preferred:

- Excellent Interpersonal skills and client service skills
- Strong commitment to excellence and attention to detail
- Proven problem solver with solid analytical skills
- Exceptional time-management skills and the ability to manage multiple tasks
- Experience using computers and software, including Microsoft Office and social media
- Graphic design skills an asset
- The ability to work well with cross-functional teams, including executive leadership and management.

Requirements per funding:

Priority given to new immigrant and recent refugee youth, visible minorities, LGBTQ2 and youth with disabilities.

Application Deadline: June 20, 2021

Please send applications to Rachel Braithwaite at info@bartonvillage.ca with your resume. Please reference the job title in the subject line.