



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

#### Contact Information:

Phone: 289-682-9472

Email: [info@bartonvillage.ca](mailto:info@bartonvillage.ca)

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

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## Job Title: Event Planner

**Hours per week:** 35hrs

**Hourly rate:** \$14.50

**Start Date:** April 29, 2019 (16 week contract pending grant approval)

**Location:** Barton Village BIA, 448 Barton St E, Unit 2, Hamilton, ON L8L 2Y6

**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](http://www.bartonvillage.ca)

**Position Summary:** Help to plan the Barton Village Festival and other 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:** April 1, 2019

Please send applications to Rachel Braithwaite at [info@bartonvillage.ca](mailto:info@bartonvillage.ca) with your resume. Please reference the job title in the subject line.