



Events Programmer (Farmers Market) Seasonal Contract (February 1- October 31)

The Town of East Gwillimbury is located along Highway 404 in northern York Region and has been identified as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, active social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!

Reporting to the Special Events Coordinator, the Events Programmer (Farmers Market) works with the East Gwillimbury Farmers' Market Advisory Committee and is responsible for the day-to-day planning and programming of the Farmers' Market. This position is responsible for ensuring the Market is in accordance with relevant legislation, corporate/departmental policies and service delivery standards.

Responsibilities include: Vendor recruitment, engagement and retention. This position will work with the Advisory committee to determine the optimal market mix of vendors, organizing selection process of vendors and collecting, managing and submitting all applications, payments and public health related forms. This position will be responsible to attend all market dates, ensure vendor space is allocated each week in compliance with market policy, arrive at the market to greet vendors and assist with set up. Responsible to mediate and resolve any conflict that occur on market day, be visible and accessible to vendors and customers during the day and assist with clean up and closing of the market. Office and administration duty will include Farmers' Market promotion and marketing through social media and others means, organize and execute and market special event days, volunteer recruitment, and compile and complete vendor and guest surveys. Maintain and updates Farmers Market budget expenses and revenue.

Preferred candidates will have completed a University/College degree/diploma with a focus on Special Events/ Business Marketing or related discipline. Previous Farmers' Market, and/or special event experience and possession of a Farmers Market Manager Certification would be considered an asset. Working knowledge of related administrative processes and protocols, general office equipment operation (fax/copiers, etc.), records management practices. High degree of organizational skills required as well as outstanding customer service skills with the ability to communicate effectively and tactfully with staff, elected officials, other levels of government, community groups, and the general public.

Hours: Approximately 20 hours per week required from February to May. 30 hours per week commencing in May through to October. Committee meetings taking place once per month on Tuesday evenings and every Thursday of the Market including market set up and take down.

Salary: \$20.00/hour

If you're looking for a career that will enable you to contribute to a growing and inclusive community, please submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

Deadline for applications is November 30, 2021

Please be advised that effective November 1, 2021, all staff (including full-time, part-time, seasonal, and contract) will be required to receive two doses of a Health Canada-approved COVID-19 vaccine. Staff who have not been vaccinated or do not disclose their vaccination status will be required to attend mandatory education on the benefits of vaccination. The expectation, however, is that all staff will need to conform with the policy unless they have a valid medical or human rights based exemption.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection



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and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.