



## 2022 Summer Job Opportunity

### Toronto Chinatown Business Improvement Area

#### Job Posting: Social Events Coordinator (Summer Internship)

Application Deadline: April 22, 2022

#### Overview:

Toronto Chinatown BIA is looking for **TWO** event coordinators to join our team for our in-person summer street festival (2022 Toronto Chinatown Festival). Chinatown BIA is a non-profit community-based organization to help promote and improve the local businesses and neighbourhood and draw visitors and locals to eat, shop and explore this heritage area.

#### Canada Summer Jobs Eligibility:

- This job placement is funded by Canada Summer Jobs Program, applicants must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred; and be between 15 and 30 years of age at the beginning of the employment period.

#### Employment Terms:

- Contracts from May 9th to August 26th, 2022, 16 weeks long.
- 35 hours per week (weekend hours and overtime are required).
- Must be comfortable working on-site in Chinatown, Downtown Toronto, Ontario.
- Hourly rate: \$15-\$16 per hour.

#### Qualifications:

- Fluent spoken and written English and Mandarin or Cantonese are an asset.
- Proficient in Microsoft Word, Excel, PowerPoint, and Google Workspace.
- Positive and can-do attitude; creative thinking.
- Preferred education in event planning, marketing, business, or a related area of focus.
- Relative experience of event planning & execution (preferred experience with Toronto Chinatown Festival/or similar street festival) is an asset.

#### Major Responsibilities and Associated Duties:

- Communicate, liaise and work with Board members, community members, volunteers and internal staff.
- Plan, execute and coordinate assigned parts of the Toronto Chinatown Festival.
- Assist in developing & executing event plans and post-event reports.
- Volunteer recruitment, training, and management.
- Develop outreach and communication strategies to build awareness among businesses, property owners and the local community
- Organize storage inventory



- Other tasks as assigned by supervisor

**COVID-19 Precautions:**

All staff is fully vaccinated, plexiglass shields are installed in the office. Staff and volunteers are encouraged to wear masks indoors.

Please email your **resume and cover letter** to [administrator@chinatownbia.com](mailto:administrator@chinatownbia.com) with the email subject "**Social Events Coordinator**".

We thank all candidates for their interests. However, only those selected for interviews will be contacted.