



## 2019 Summer Job Opportunity

### Toronto Chinatown Business Improvement Area

#### Job Posting: Junior Event Coordinator (Summer Student)

Application Deadline: June 1<sup>st</sup>, 2019

#### Overview:

Toronto Chinatown BIA is looking for **TWO** event coordinators to join our team for this summer. Chinatown BIA is a non-profit community-based organization to help promoting and improving the local businesses and neighborhood and draw visitors and locals to eat, shop and explore this heritage area.

#### Student Position:

- Open to secondary and post-secondary student
- Have the intention to continuing full time education in September 2019

#### Employment Terms:

- Contracts from July to August, 2019, 8 weeks
- 35 hours per week (weekend hours and overtime are required)
- Chinatown, Downtown Toronto, Ontario
- Hourly rate: \$14.00 per hour

#### Qualifications:

- Fluent spoken and written in English and Mandarin or Cantonese an asset
- Proficient in Microsoft Word, Excel, PowerPoint, and Google
- 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)

#### Major Responsibilities and Associated Duties:

- Communicate, liaise and work with board members, community members, volunteers and internal staff
- Plan, execute, and coordinate for Toronto Chinatown Festival
- Assist in developing & executing marketing and promotion plans and post event report
- Volunteer recruitment
- Develop outreach and communication strategies to build awareness among businesses, property owners and the local community
- Other tasks as requested by the Board
- Organize storage inventory
- Manage the overall operation of the office

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

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