Farmers Market Assistant

The terms and conditions of employment are governed by the Casual collective agreement between the University of Toronto and United Steelworkers, Local 1998.

Under the direction of the Project Coordinator and Assistant to Director, Business Development & Special Advisor to the CAO, the Farmers’ Market Assistant plays a key role in the Execution of logistics and Support of the UTSC Farmers Market.

Hourly Wage: $15 + 4% vacation pay

Schedule: 36.25 hours per week, must be available to work Wednesday evenings on site.

Term: May 17, 2021 to September 3, 2021 (possibility of Part Time until November 1, 2021)

Responsibilities

- Execute programming and Farmers Market logistics including but not limited to; confirming farmers/vendors, parking, site layouts, coordinating Vendor Communications,
- Coordinating and supporting vendors both with their online platform and in person
- Communicating with Customers on order details & supporting Customers’ needs online
- Compiling reports and communications for the Farmers’ Market
- Support on-site management of the UTSC Farmers Market (every Wednesday) & Support Curbside Pickup/Delivery
- Communicate and Liaising with the Delivery Company
- Advertise and promote the Farmers Market both within the External and Internal communities.

Key Qualifications

- Ability to see projects, programs, or events from vision, execution to completion
- Ability to prioritize tasks and meet deadlines
- Excellent communication and interpersonal skills
- Demonstrated enthusiasm and initiative to get things done
- Ability to work independently
- Demonstrated leadership skills
- Ability to take initiative
- Knowledge of regional and seasonal eating, nutrition and food an asset.
- Demonstrated attention to detail
This position is made possible through Canada Summer Jobs, an initiative of the Summer Work Experience Program of Human Resources Development Canada. To be eligible for this position, participants MUST:

- be between 15 and 30 Years of Age at the start of employments;
- be Canadian citizens, permanent residents or persons to whom refugee protection act has been conferred under the Immigration and Refugee Protection act; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

To Apply:

Please forward resume and cover letter by May 13, 2021

Billi Jo Cox
Business Development
University of Toronto Scarborough
1265 Military Trail
Toronto, ON M1C1A4

Billijo.cox@utoronto.ca