



## JOB POSTING

**Position:** Markets and Entrepreneurship Hub Assistant  
**Reports To:** Entrepreneurship Development Coordinator  
**Salary:** \$21.31 per hour (equivalent to Grade 6, Step 1), 4% vacation pay.  
**Hours:** Part-time Special Contract Position to March 31, 2019. 20 h/week, some evenings & weekends required.

### Job Description:

Scadding Court Community Centre runs various economic development programs to make entrepreneurship accessible to those who face challenges to business ownership. Challenges might include lack of credit history, lack of support, and/or access to capital. Our programs focus on providing opportunities and support for newcomers, women, low-income individuals, and youth to test and/or run their business. We run various year-round and seasonal market places, and training/support programs. This position will help with general support for our entrepreneurship programs.

### Major Responsibilities:

- Supporting Saturday Sidewalk Lab Market Places and monthly 707 Night Markets
- Social media marketing-- planning and setting up posts (including taking/finding photographs, writing text)
- Reviewing applications for market places and accompanying required documents.
- Responding to immediate needs and trouble shooting.
- Checking-in with vendors and participants, ensuring satisfaction or seeking answers to questions
- Supporting the overall Entrepreneurship Hub team
- Other duties as required.

### Key Qualifications:

- Post-secondary degree
- Professional and proactive—shows up on time, anticipates need, remains alert while at work.
- Respectful and excellent communication skills— can communicate with others in a timely and respectful fashion. Treats people with respect.
- Thoughtfulness and care—attention to detail and thoroughness.
- Social media savvy—comfortable taking pictures, and writing text for posts.
- Able to conduct heavy lifting (lifting boxes, helping with set-up and break-down of markets).
- Two years of professional work experience.
- Experience in marketing, event planning, and/or retail management a plus.
- Additional languages a plus.

### Apply:

**To:** Fatima Mesquita, Entrepreneurship Development Coordinator

**Email:** fatima@scaddingcourt.org

**Mail or Drop-off:** Scadding Court Community Centre, 707 Dundas St W, Toronto, ON M5T 2W6

**Deadline:** Tuesday, June 12<sup>th</sup>, 2018, 5pm.

Please do not fax or phone. Only those selected for an interview will be contacted. If accommodation is required, please call 416 392-0335 x 226.

Scadding Court Community Centre is an equal opportunity employer.