



**Bethany Hope Centre Summer Program Assistant-  
Night Market on Fox Coordinator**

**Contract Position-13 weeks**

**Weekly Hours: 35/wk**

**Salary: \$16/hr**

**Objective:** To coordinate and help grow the second year of Night Market on Fox program for the summer months.

**Qualifications:**

- **Due to funding from Canada Summer Jobs, the applicant must be between 15 and 30 years of age**
- High school diploma required
- In progress on a post-secondary diploma or degree in field of event planning, marketing, community services or related field an asset
- Experience in community programming an asset
- Experience with children and /or young parent families an asset
- Second language spoken an asset.
- Must be comfortable in an ever-changing environment and learn new tasks quickly
- Willingness to work within the mandate of the Salvation Army
- Current Criminal Police check required

**Supervision:** Directly responsible to the Executive Director

**General Service responsibilities:**

1. Media- work with the Resource Development Coordinator on media and advertising strategy
2. Manage the website/speak to media if asked
3. Order and arrange signage
4. Work closely with members of the Night Market on Fox Volunteer Planning Committee
5. Engage with vendors to complete contracts and manage payments
6. Keep in regular communication with vendors to encourage participation and satisfaction of the vendor

*April 2019*

7. Engage with the local community to build support and participation in the market
8. Invite new partners to showcase at the market
9. Engage creative artists to participate (e musicians, performers)
10. Ensure day-of operations including set-up and take down
11. Support volunteers and other team members with planning and scheduling
12. Other Duties as required.

**Organizational Responsibilities:**

1. Maintains accurate and timely statistics as required
2. Maintain accurate client files and information
3. Uphold the values reflected in the mission of The Salvation Army

To apply please submit your resume and cover letter by email ONLY to [naomi\\_praamsma@can.salvationarmy.org](mailto:naomi_praamsma@can.salvationarmy.org).

No calls or personal visits.

Please indicate which position you are applying for. Only those selected for interview will be contacted.

**Closing date May 10, 2016**