



JOB POSTING – MARKET COORDINATOR

TERM POSTING – LEAVE REPLACEMENT

Position Start Date: August 3, 2015
Position End Date: September 2, 2016
Posting closes: July 24, 2015

Position Available: The incumbent will replace Oaklands Community Association's Market Coordinator who will be on a 13-month leave.

Duties will include but are not limited to:

- Maintaining a working knowledge of BCAFM and VIHA policies as they relate to the Market
- Creating Market physical infrastructure
- Identifying volunteer needs in advance
- Supervising the Market Team
- Overseeing all Market finances including invoices, market registration/vendor fees, entertainment, community outreach, beverage and market-related admin fees
- Create annual Market budget
- Explore and pursue grant/fundraising opportunities

A full job description is available upon request.

This is a regular full-time position working an average of 30 hours a week with flexible workdays Monday thru Friday. Evening and weekend work will occasionally be required for Market staffing hours, to attend Oaklands community events and other activities associated with the responsibilities of this position. The Market Coordinator is expected to be on hand for all Oaklands Markets and to be available for Market Committee meetings.

All applicants must have:

- Relevant post-secondary education (e.g. business management, event planning or other relevant field). A different combination of education and experience may be considered.
- Minimum three years related experience
- Computer skills including MS Office suite and presentation tools
- Clean criminal record check
- First Aid certificate

Rate of Pay: \$20.00 per hour

Apply to:

Oaklands Community Association
Attention: T. Fontana-Wegelin, Executive Director
#1-2827 Belmont Avenue, Victoria, B.C., V8R 4B2
Email: ed@oaklandscommunitycentre.com