

**Job Posting:
Marketing & Events Assistant**

This position is shared between two organizations - Loving Spoonful and the Memorial Centre Farmers Market.

The **Memorial Centre Farmer's Market** (MCFM) is Kingston's only 100% local producer market. Taking place on Sundays year-round, the market offers the community a multi-sensory outdoor local food experience throughout the summer season (May-October). We are passionate about promoting local food growers, producers and artisans.

Loving Spoonful (LS) connects people with good food across Kingston & Area. Working toward a healthier, more connected community, Loving Spoonful provides good food programs, and champions policies affecting food security, poverty, social inclusion, and community health.

The Role

Reporting to the Executive Director of LS and the Market Manager of MCFM, the Marketing & Events Assistant will support promotions, operations and event planning for both MCFM and LS.

This contract is part-time, 30 hours per week for 26 weeks, starting June 6, 2022 and ending November 25, 2022, with a possibility of extension.

This position is funded by the Eco-Internships program and applicants must meet the Eco-Internships eligibility requirements (see below).

Key Duties & Responsibilities

The Marketing & Events Assistant will work approximately 20 hours per week supporting the Memorial Centre Farmers Market with the following duties:

The Assistant will work under the direction of MCGM's Market Manager and Board of Directors to help grow the market as we celebrate our 10th anniversary.

Responsibilities will include:

- Implement a marketing strategy (build story, design/oversee design of promotional materials, ensure publication in print media, maintain social media presence: Facebook, Twitter, Instagram)
- Maintain MCFM web site as required
- Coordinate monthly special events
- Communicate with sponsors
- Assist with market set up and take down (Sundays 8am-3pm)
- Design, update and distribute any print and/or digital advertising as required
- Prepare monthly marketing reports for the Board of Directors
- Work within and keep track of the marketing budget
- Submit monthly expense reports
- Support Market Manager as needed, and cover for Market Manager as required
- Other duties as assigned

The Assistant will work approximately 10 hours per week supporting Loving Spoonful with the following duties:

The Assistant will work under the direction of Loving Spoonful's Executive Director and Administrative Assistant to support event planning, fundraising, administrative and outreach efforts.

Responsibilities will include:

- Help plan, implement and document public events including fundraisers
- Coordinate other public outreach opportunities
- Assist with the administration of databases
- Assist with event promotion, including social media and advertising
- Other duties as assigned

In addition to the above responsibilities, the Assistant will also have the opportunity to participate in a free professional development program through Eco-Internships. This training program will take place during paid work hours and will support the participant in developing their skills and knowledge related to the non-profit industry.

Skills & Experience Required

- Marketing & event planning experience
- Understanding of local food systems and food insecurity
- Highly organized and creative with strong communication skills
- Experience with social media management (Facebook, Instagram and Twitter)
- Experience with website management
- Photography skills are an asset

Competencies

- Able to lift up to 50lbs and able to work seven hours on their feet
- Self-directed; able to work with minimal supervision
- Comfort and ability to talk positively with community members, volunteers, customers, and coworkers
- Detail-oriented, organized and adaptable

Additional

- Must have reliable transportation
- Scheduling: the position requires working on Sundays from 8am-3pm at the market, and will require occasional evening/weekend work to assist with LS events.
- To be eligible for Eco-Internship funding, applicants must be:
 - A Post-Secondary Graduate (CAN NOT BE A CURRENT FULL-TIME STUDENT)
 - Between the ages of 15-30 (inclusive) at the start of the internship.
 - Canadian citizens, permanent residents or persons granted refugee status in Canada*.
 - Available to work for at least six months.
 - Not previous participants of a federal youth employment program.

To apply, please email a resume and cover letter to ayla@lovingspoonful.org no later than 5pm on May 13, 2022.