



Greater Sudbury Market Association

Job Title:	Summer Student Assistant	Job Category:	Temporary, Part-time
Date Posted:	Wednesday, April 28, 2021	Posting Expires:	Saturday, May 8, 2021
Hourly Wage:	\$15.00/hr	Hours Per Week:	Minimum 20

Send Resume to info@sudburymarket.ca

LOCATION: SUDBURY MARKET

York Street, Sudbury | North Parking Lot
Corner of York St & Paris St/ Across from Bell Park

Join a truly rewarding not-for-profit organization. The Sudbury Market is a one-of-a-kind shopping destination that allows patrons to support local farmers, artisans, and other entrepreneurs. The Market puts an emphasis on building a sustainable community, encouraging patrons to 'support local' while having a positive impact on the environment and local economy.

Job Description

ROLE AND RESPONSIBILITIES

The successful candidate will have a variety of responsibilities that are subject to change, but may include;

- Organize activities to host at the Market (after pandemic, when restrictions are lifted)
- Create fun and engaging social media posts
- Assist Market Manager in set-up and tear-down during Market days (Thursdays & Saturdays)
- Engage with patrons and vendors, answer questions, provide assistance to vendors when requested
- Communicate with Market Manager, Board of Directors, City of Greater Sudbury (Economic Development), Public Health Sudbury & Districts
- Create surveys, analyze data
- Report to Market Manager
- Complete WHIMS and other safety training courses
- Research specific topics using internet and other sources
- Comply with pandemic guidelines

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Interest in Farmer's Markets
- Knowledge of various social media platforms
- Microsoft Suites and Google Drive use
- Ability to work within a team, as well as independently
- Effective oral and written communication skills
- Reliable, dependable, able to work Thursdays and Saturdays for contract term (*special circumstances can be discussed)
- Working knowledge of online meeting platforms such as Zoom, etc.
- Access to internet, computer or like device
- Adapt well to change

ADDITIONAL NOTES

Questions can be addressed to Kayla Smith, Market Manager (info@sudburymarket.ca)

Submit resume and cover letter by **SATURDAY, MAY 8, 2021**

This is a Youth Program employment opportunity. Applicants must be under the age of 30.

Start Date: Monday, May 24, 2021 – 16 week contract