

I *the* TBay Market

We Make It, Bake It, Grow It

Job Description- Marketing Project Officer

Pay Rate: \$17/hr

Hours: 30 hrs/ week

Position Type: 8-week placement (as per Canada Jobs Grant Government Funding)

-with the possibility of extension

Start Date: May 30, 2022 (earliest)

End Date: July 25, 2022

Schedule: Wednesday and Saturday availability required. Remainder of schedule TBD

Primary Duties:

Working closely with the Market Manager, you will suggest and analyze projects that can generate traffic for the market. You will write proposals to the manager and board about various key topics the organization is focusing on. You will work hours in the Market Store to explore current revenue streams and build relationships with existing stakeholders, and make suggestions to strengthen operations. A focus will be attracting and onboarding new small businesses; connecting with various local groups, aiding in the development of small businesses opportunities within the community, and developing partnership ideas. You will assist in building and maintaining an online platform for interested parties to connect with the organization or with each other to encourage collaboration and ease barriers to entrance. You will research and assist in grant writing for relevant opportunities.

Qualifications:

- Background in marketing/ advertising an asset
- Strong social media skills & abilities
- Self-starter and problem solver, with the ability for independent working/thinking
- Comfortable working within deadlines, and able to set and articulate plans and goals

- Strong communication skills required to write customer facing communications and effective grant applications

To be eligible, youth must:

be between 15 and 30 years of age at the start of the employment*;
be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment**; and,
have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

**International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

The Thunder Bay Country Market is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, members of racialized groups/ visible minorities, Aboriginal persons, persons with disabilities and persons of any sexual orientation, or gender identity.

Interested applicants are invited to submit a single PDF document that will include a current resume, and may also include a cover letter. Please email completed applications to manager@tbcm.ca, Attn: April Mercier, ASAP. Posting will remain open until filled.

*We thank all applicants for their interest,
however only those candidates selected for interviews will be contacted.*