



## Veg Food Fest Community Assistant

### ABOUT THE ORGANIZATION

Founded in 1945, the Toronto Vegetarian Association (TVA) is Toronto's go-to resource for all things veg! For over 75 years, the TVA has worked to inspire people to choose a healthier, greener, more compassionate lifestyle through plant-based eating. The TVA's programming includes the curation of their flagship event, Veg Food Fest (September 9th to 11th 2022) – an annual plant-based festival that typically attracts over 40,000 visitors, 160 vendors, and 50 hours of free programming when held in-person at the Harbourfront Centre, Toronto.

### DESCRIPTION

The Veg Food Fest Community Assistant will be primarily responsible for engaging with the local plant-based community by assisting with the execution of the 38th annual Veg Food Fest. The Veg Food Fest Community Assistant will assist the TVA team regarding tasks including; volunteer coordination, and member relations. They will be responsible for assisting with Programming; both digital and in person. This may require communicating with presenters before the fact, coordinating Zoom recordings, editing video, or assisting with in-person presentations. They will also be required to support the Executive Director as required, including for the production of the outreach elements of Veg Food Fest, including coordinating the TVA booths at the festival. They will also assist in data entry and tracking and other duties as assigned. An enthusiastic, proactive self-starter with passion, knowledge and personal experience in plant-based living will thrive in this position. This role calls for someone who is incredibly flexible and adaptive. The successful candidate is the type of team member who is the first to put their hand up when help is needed and takes pride in saying 'yes, I can do that!' Excellent organizational and planning skills, attention to detail, as well as communication and customer service skills are required. Proficiency with computers and experience with social media and online content generation are an asset. Experience in both public-facing and administrative roles will be given strong consideration.

### REQUIREMENTS

- Demonstrate the capacity for self-directed work, and be able to work well under minimal supervision.
- Have excellent organizational skills
- Have excellent written and verbal communication skills.
- Have experience and interest in providing customer service.
- Be highly responsible, mature, and willing to accept personal accountability.
- Have an enthusiastic and positive attitude.
- Experience with digital content and video editing is an asset.
- Knowledgeable of, and enthusiastic about, plant-based living.

## **CANADA SUMMER JOBS ELIGIBILITY**

It is mandatory that the successful candidate be eligible for the Canada Summer Jobs program. In order to qualify for this program, the candidate must:

- Be between 15 and 30 years of age at the start of the employment position.
- Be Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

**The successful candidate must qualify for the Canada Summer Jobs (CSJ) program, have a laptop to use, and be available starting in late June. There may be some flexibility on this start date. Applicant must be available for the weekend of Sept 9-11th, 2022**

**CONTRACT:** at least 8-weeks (full time) through the CSJ program; 35 hrs/week. This will be a combination of in-person and remote, with the successful applicant able to provide their own computer.

**COMPENSATION:** \$17/hr

### **TO APPLY:**

- Email your **résumé and cover letter** addressed to the Executive Director at [executivedirectortva@gmail.com](mailto:executivedirectortva@gmail.com) quoting “Veg Food Fest Community Assistant” in the subject line.
- In your **cover letter**, please demonstrate how you meet the above qualifications and the impact the plant-based movement has had on you.
- MS Word or Adobe PDF attachments only