



Veg Food Fest Vendor Relations 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 Vendor Relations Assistant will be responsible for assisting the Toronto Vegetarian Association Team during the preparation and execution of the 38th annual Veg Food Fest (VFF). Due to the effects of COVID-19, this year's VFF may look and feel very different to what it has in previous years and the individual in this role will play a significant part in helping the TVA to innovate and adapt our festival in real time. The successful candidate will be the overall event assistant for the Veg Food Fest team. Vendors are at the heart of this event and this Assistant will be responsible for creating an exceptional end-to-end vendor experience. On the customer service side of the role, they will support vendor recruitment and communicate information clearly to vendors leading up to and during the Festival. On the backend, they will support our organization as the point of contact for managing vendor details, payments, and venue logistics. They will work with and support all other roles in this event and therefore must be comfortable in both a leadership and supportive position. Additional duties as assigned including opportunities to collaborate on the digital and hybrid components of the event and assisting with creative content. 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!'.

DUTIES AND RESPONSIBILITIES

- Carry out all duties and responsibilities meeting defined objectives of the vendor logistics management plan and identifying areas of success for improvement.
- Maintain and update vendor information database.
- Review, update, create, and circulate vendor information resources clearly to vendors leading up to the Festival.
- Respond to vendor questions on all aspects of the festival for either marketing, logistics, or content purposes
- Communicate and update vendor logistics information with staff members and Veg Food Fest team.
- Assess and act quickly when concerns, questions, and unforeseen circumstances are raised prior to and during Veg Food Fest.
- Experience with digital content and video editing is an asset.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: event and vendor management; database management; Wordpress; the plant-based community and landscape; monitoring, evaluation, research and learning (MERL); digital marketing; and GTA non-profit landscape.

Skills in: customer relationship management; written and verbal communication; creating training materials; copywriting; MacOS; cloud-based platforms, word processing, and spreadsheets; planning, scheduling and organizing work; and Wordpress as a publishing engine.

Ability to: handle sensitive vendor inquiries; exhibit flexibility in work schedule and tasks; work various weekends or evenings; coordinate multiple activities and tasks; work independently demonstrating initiative; and positively represent the TVA.

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 mid-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 quoting "Veg Food Fest Vendor Relations 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