

The Port Credit Business Improvement Area (PCBIA) works together with its over 500 members to achieve goals that assist the continuously changing and growing business and tourist interests of the Port Credit designated area.

The PCBIA MANDATE, stated in its constitution, is to improve, beautify and maintain public lands and buildings with the BIA, and to promote the area as a business and shopping destination.

A key role of the PCBIA is to serve as a CATALYST AND INCUBATOR FOR COMMUNITY IDEAS AND EVENTS. The PCBIA also works to engage its business members in the evolution of Port Credit as one of Mississauga's PREMIER TOURIST DESTINATIONS.

Our work environment includes:

- Office setting overlooking the stunning Credit River
- Opportunity to work with 500+ entrepreneurs and business owners
- Direct contribution to enhance and positively impact the community
- Growth and mentoring potential
- Opportunity to work with various arts and culture groups in Mississauga
- Opportunity to work in a hybrid office/work environment
- Lively atmosphere with a small but mighty work team

We are looking for an **Event Coordinator** under the Canada Summer Jobs program to assist the PCBIA in organizing events and activations that support a vibrant main street, bring tourism to the Port, and create a sense of pride and place #INThePort.

Reporting directly to the PCBIA executive Director, the responsibilities of the Event Coordinator are below:

- Assist with the planning and execution of events and activations in Port Credit
- Liaise and schedule vendors, performers, and suppliers for events
- Liaise with local businesses to encourage, support, and increase engagement
- Coordinate logistics for events and activations
- Attend events and activations to ensure efficient implementation of the event plan
- Provide weekly reports and updates to the Executive Director
- Leverage current software to effectively plan and update on events
- Adhere to budget and scope of events and activations
- Liaise with the City of Mississauga and Peel Region to ensure appropriate permits are in place
- Work with the Marketing Team to promote events and activations
- Ad hoc tasks as required

Job Type: Part-time (30 hours/week)

Compensation: \$18.50/hour

Schedule:

- Monday to Friday – weekends and evenings will be required when organizing, supporting, and attending events but will not exceed the weekly 30 hours

Skills and characteristics required to be successful as the Event Coordinator:

- Highly organized with excellent time management skills
- Proactive self-starter – we always have something to do!
- Event/project management experience
- Professional and courteous manner
- Ability to provide hands on support at events and activations
- A team player with a focus on the success of the PCBIA and our PCBIA Business Community
- Creative thinker that can stay on task

PCBIA is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

The Government of Canada funded this job through the Canada Summer Jobs program and applicants must meet the requirements of the program. You must be aged between 15 and 30 and be legally entitled to work in Canada. International students are not eligible.

Please submit your resume to [admin@portcredit.com](mailto:admin@portcredit.com) no later than May 20, 2024