

## Seedy Saturday Organizer

**SEEKING** an enthusiastic, experienced and connected individual to plan, implement and organize an established community seed and garden show held at the Victoria Conference Centre on February 16, 2019. This is a PART TIME CONTRACT position.

Seedy Saturday, hosted by the James Bay Market Society, is an annual event focused on the preservation and circulation of seed varieties and the promotion of local food security initiatives. The event has 65+ exhibitors, 15+ speaker sessions, a children's activity area and seed and garden book exchanges/sales.

Applicants should have a good understanding of the event's purpose.

### Responsibilities:

- Plan and implement a large exhibit show
- Draft event budget
- Maintain existing sponsorships and donor donations and secure new ones.
- Work closely with existing team of event Volunteer Supervisors
- Create and/or work with others to promote this event.
- Develop and coordinate promotion material
- Conduct a post-event meeting
- Compile public survey results
- Provide post-event evaluation report
- Send 'Thank you' notes to all sponsors, donors and volunteers

### QUALIFICATIONS

#### Education/Experience:

- Proven experience managing and implementing large events
- Knowledge of seed preservation and its importance

#### Skills/Abilities:

- Proven organizational skills
- Ability to communicate effectively
- Excellent interpersonal skills.
- Ability to work independently and with a team.
- Proficient with word processing and spreadsheets.
- Creativity and problem-solving skills.

The successful applicant must have a home computer, cellular telephone with texting function, the ability to prepare information including posting same to social media and a vehicle.

Closing Date for submissions: June 22, 2018.

Please submit a resume and cover letter with references, to the Chair, James Bay Market Society at [board@jamesbaymarket.com](mailto:board@jamesbaymarket.com). Those applicants considered for an interview will be sent a detailed job description, planning timeline and a copy of the 2017 budget.

In late July, early August the successful applicant will begin orientation with last year's event organizer.