



# MUNICIPALITÉ DU VILLAGE DE HEMMINGFORD

## JOB OFFER : ORGANIZER OF A FARMER'S MARKET

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The Village and Township of Hemmingford is looking for a person to organize a farmer/craftsman market and cultural events. This position is temporary, full time (35 hours per week) from Monday to Friday.

### **Brief description of tasks**

- Contact vendors and organize the event
- Prepare and manage a budget
- Apply for donations /sponsorships
- Publicize the event
- Etc.

### **Qualifications and requirements**

- Be between 15 and 30 years of age (criteria for the Canada Summer Jobs grant);
- Knowledge of the municipal environment (ATOUT) ;
- Experience in office work (ATOUT) ;
- Knowledge of the Office suite (Word, Excel, etc.);
- Possess a class 5 driver's licence (ATOUT).

### **Desired skills**

- Be very responsible and autonomous;
- Fluency in French and English (spoken and written);
- Be proactive, have the ability and willingness to learn;
- Be a good listener and have good communication skills;
- Planning and organizational skills;
- Ability to take initiative and be detail oriented.

### **Working conditions**

- Status : Full time ;
- Work schedule: 35 hours per week, 5 days per week;
- Salary: 15\$ per hour;
- Workplace: Office at the Village Recreation Center.

### **Contact or information**

If you are interested in working in the municipal environment with a dynamic team, **you can send us your resume by June 14, 2021** by one of the following means.

To the email address [loisirs@hemmingford.ca](mailto:loisirs@hemmingford.ca) to Frédérique Auvray; Coordinator of Recreation and Culture;

By mail or in person at the municipal office at the following address Village of Hemmingford, 505 Village of Hemmingford, 505 Frontier Street, Room 5, Hemmingford, Quebec, J0L 1H0.

If you have any questions about this job, please call us at (514) 923-3310. It will be our pleasure to answer you! Only candidates selected for an interview will be contacted.