

HARD FEELINGS MENTAL HEALTH

Position Title: Community Liaison/Event Coordinator

Contract Dates: July 12 – September 17, 2021 (10 weeks)

Hours: 28 hours per week

Wage: \$18 per hour

This position is funded through Canada Summer Jobs. To be eligible, you must:

- be between 18 and 30 years of age at the start of the employment*;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment**; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

ABOUT US

Hard Feelings opened in September 2017 as a storefront mental health resource in downtown Toronto. Over the past three years, we have grown significantly to meet demand for accessible low-cost counselling and mental health resources. We are a small non-profit social enterprise, supporting a community of mental health professionals who offer low-cost service.

ABOUT YOU

The ideal candidate will help us with our in-person* and online store operations, as well as with co-designing and facilitating our birthday celebratory Mental Health Pop-up Market, scheduled for September 12, 2021.

We are looking for a dynamic “people person” with strong communication skills and a proven ability to build connections and community. You are experienced in event planning, and have knowledge of online and in-person retail. You also have a keen interest in and knowledge of mental health challenges, impacts and resources.

THE WORK

Working with our team, you will:

1. Retail (50%)

- Support our online and in-person* retail operations
- Assist customers with any questions they have about products and resources
- Liaise with vendors and distributors
- Maintain window displays and general appearance of store
- Liaise with community members and respond to general inquiries about our work

2. Event (50%)

- Co-design and lead our third Mental Health Pop-Up Market
- Assist with the design and creation of promotional materials for the event
- Source, screen and select local vendors for the pop-up market
- Liaise with vendors and respond to inquiries about participation in the event
- Liaise with community to promote event and respond to inquiries about attendance

- Secure and oversee physical space for vendors (if in-person)
- Set up and run pop-up through Shopify (if online)
- Contribute to wrap up and evaluation of the event

**These activities will only take place if and when it is deemed safe and appropriate, in consultation with Toronto Public Health, to re-open in-person interactions, ensuring best practices for safe distancing and PPE measures are in place.*

QUALIFICATIONS

- Experience in event planning and coordination, and community building
- Experience supporting customers in a retail environment, both online and in-person
- Knowledge of and experience using Shopify
- Interest in and knowledge of mental health books and resources
- Strong written and verbal communication skills
- Understanding of the diversity of communities we serve
- Weekend and evening work will be required
- Some light lifting and cleaning will be required
- Ability and willingness to work from home and in-person, with a flexible schedule
- Other duties as assigned

APPLICATION PROCESS

- Please submit a cover letter and resume to Paula Lacsena at paula@hardfeelings.org
- **In your cover letter, please include a brief statement about why you want to work at Hard Feelings.**

Deadline for applications is **June 4, 2021 at 5:00pm**

As an employer, Hard Feelings Mental Health is dedicated to building an organization that reflects the diversity of the communities we serve. This includes diversity in languages spoken, culture, race, sexual orientation and gender identity. Requests for accommodation due to disability can be made at any stage in the recruitment process.

We are committed to building and fostering an environment where our employees feel included, valued, and heard. Aligned with our commitment to equity, diversity and inclusion we prioritize applications from BIPOC, LBTQ+2S and /or new immigrant communities, and encourage (but do not require) members of these communities to self-identify.

Accessibility: This position requires some light cleaning and moderate lifting. We do not have an accessible washroom.

We thank all applicants for their interest but only those selected for further consideration will be contacted. **Please do not call regarding this position.**