

HARD FEELINGS MENTAL HEALTH

Position Title: Community Arts Coordinator

Contract Dates: July 4 – August 26, 2022 (8 weeks)

Hours: 35 hours per week

Wage: \$18 per hour

Hybrid work: The majority of hours will be worked remotely; however, candidates must be available to meet in person twice a week for team meetings.

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 is a non-profit social enterprise based in downtown Toronto. We support an innovative, welcoming community of professional counsellors who provide low-cost services and support. Our online store sells carefully curated books and resources to help build and sustain stronger mental health.

ABOUT YOU

The ideal candidate will help us with communications, online store operations, and planning pop-up market events around the city.

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 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:

- Liaise with community members and respond to general inquiries about our work
- Contribute to copy for the website, social media, products, and projects
- Support online retail operations
 - Assist customers with any questions they have about products

- Support the development of new products and partnerships with local artists/vendors
- Event coordination
 - Co-design pop-up events and markets, including our annual Mental Health Pop-Up Market, scheduled for September 10, 2022
 - Assist with the design and creation of promotional materials for events
 - Liaise with vendors and respond to inquiries about event participation
 - Liaise with community to promote event and respond to inquiries
- Other related duties as assigned

QUALIFICATIONS

- Experience in event planning and coordination, and community building
- Experience in customer service and/or retail
- Interest in and knowledge of mental health resources
- Strong written and verbal communication skills needed for correspondence, social media and web copywriting
- Social media experience
- Understanding of the diversity of communities we serve
- Ability and willingness to work from home and in-person, with a flexible schedule

Skills that are an asset, but not required:

- Knowledge of Shopify and Wordpress
- Visual skills including graphic design, photography and videography

APPLICATION PROCESS

- Please submit a cover letter and resume to Taima Humbert at info@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 3, 2022 at 6:00 pm**

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, 2SLGBTQ+ and /or new immigrant communities, and encourage (but do not require) members of these communities to self-identify.

Accessibility: This position may require some moderate lifting; however, accommodations are available.

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