



HARD FEELINGS MENTAL HEALTH  
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**Position title:** Event Coordinator and Storefront Support

**Wage:** \$22/hour - 35 hours/week - 8 week contract

**Location:** 353 Church Street, Toronto

**Start date:** July 7, 2025

**End date:** August 29, 2025

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

- Between the ages of 18 – 30
- 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
- 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 an innovative mental health organization based in Toronto. Our mission is to bring innovation to the mental health sector that reduces barriers and increases access to stronger mental health. We work with mental health professionals, community members, and partners to facilitate the delivery of low-cost counselling, curate mental health resources, and foster conversations that fight stigma.

## THE POSITION

In this role, you will help design, organize, and run our annual Mental Health Pop-Up Market, to be held in September 2025. You will work in our storefront to get to know our work and community, and learn more about mental health resources. You will focus on building connections with potential vendors for the store and pop-up market. Ultimately, you will develop an operational plan for the market, including a communications strategy to ensure its success.

## Key Responsibilities

1. Event
  - Co-design and organize our seventh Mental Health Pop-Up Market, to be held September 6, 2025
  - Liaise with vendors and respond to inquiries about participation in the event
  - Source, screen and select local vendors for the pop-up market
  - Liaise with community to promote event and respond to inquiries about attendance, and other public inquiries
  - Develop promotional plan and materials to distribute throughout the city
  - Secure and organize physical space for the event
  - Secure and organize staff and volunteers for the event

- Develop a detailed plan for roll out that includes oversight for the event day
  - Contribute insights and data to be included in a final report/evaluation
2. Retail
- Welcome and support customers in our storefront
  - Assist them in finding products in our store, and resources through our community of practice
  - Support in-store staff and volunteers in daily operations of the store, as needed
  - Open and close store as needed
  - Fulfill in-person orders through POS (Shopify)
  - Communicate with customers about inquiries and orders
  - Respond to public inquiries about Hard Feelings
  - Contribute to a clean and safe working environment

### **Qualifications**

- Experience in event planning and coordination
- Experience supporting customers in a retail environment
- Strong interpersonal and communication skills
- Ability to design and create promotional materials using Canva
- Interest in and knowledge of mental health books and resources
- Understanding of the diversity of communities we serve
- Weekend and evening work may be required
- Some light lifting and cleaning will be required
- Other duties as assigned

**Please Note:** This role is a 35 hour per week contract, and requires the successful candidate to be **in-person** in our storefront, located at 353 Church Street, at least 21 hours per week.

### **APPLICATION PROCESS**

Submit a resume and cover letter to Stacey Abellanosa at [info@hardfeelings.org](mailto:info@hardfeelings.org)

**Deadline for applications is May 23 at 5pm.** Applications will be considered as they are received, until the deadline.

As an employer, Hard Feelings Mental Health is committed to building and sustaining an equitable and inclusive working environment. We encourage and actively seek applications from Indigenous, Black, racialized people, visible minorities, 2SLGBTQIA+ persons, all genders, and persons with disabilities. Requests for accommodation due to disability can be made at any stage in the recruitment process.

**Accessibility:** This position requires some light cleaning and occasional moderate/heavy lifting.

*NOTE: To avoid dual relationships in our community of practice, there are some positions that may not be open to former clients of current counsellors or counsellors on leave. If you have questions about this or whether this applies to you, please reach out to Kate Scowen at [kate@hardfeelings.org](mailto:kate@hardfeelings.org). If you disclose being a previous client, we will aim to maintain confidentiality and respect for your privacy.*

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