



Job Opportunity: Event Logistics Coordinator

Organization: Port Credit Business Improvement Area (PCBIA)

Location: Port Credit, Mississauga, ON

Reports To: Executive Director

Hours: up to 30 hours; must be available weekdays, evenings, and weekends as required. Hours may increase based on the needs of the PCBIA

Seasonal Market Hours: Saturdays (June to October)

The Port Credit Business Improvement Area (PCBIA) works together with its over 500 members to achieve goals that assist the continuously changing and growing business and tourist interests of the Port Credit designated area.

The PCBIA MANDATE, stated in its constitution, is to improve, beautify and maintain public lands and buildings with the BIA, and to promote the area as a business and shopping destination.

A key role of the PCBIA is to serve as a CATALYST AND INCUBATOR FOR COMMUNITY IDEAS AND EVENTS. The PCBIA also works to engage its business members in the evolution of Port Credit as one of Mississauga's PREMIER TOURIST DESTINATIONS.

Our Work Environment

At the Port Credit BIA, we take pride in offering a dynamic and inspiring workplace where creativity, collaboration, and community come together. Here's what makes working with us special:

- A beautiful setting: Enjoy an office that overlooks the stunning Credit River — a workspace with a view that inspires every day.
- A vibrant business network: Collaborate with over 500 local entrepreneurs and business owners, each contributing to Port Credit's thriving business community.
- Meaningful impact: Play a direct role in enhancing and positively shaping the community you work in.
- Cultural connections: Partner with a variety of arts and culture groups across Mississauga to bring creativity to life.
- Flexible hybrid model: Enjoy the best of both worlds with a hybrid office/work-from-home environment.
- A close-knit, energetic team: Join a small but mighty group that values collaboration, innovation, and fun.

Position Summary

Reporting to the Executive Director, the Event Logistics Coordinator will play a vital role in organizing and executing events and activations that bring energy, tourism, and community engagement to Port Credit.

This position involves end-to-end planning, coordination, and on-site execution of a variety of events — from large-scale community celebrations to local business activations. The Event Logistics Coordinator will also build relationships with vendors, performers, and community stakeholders to support new and recurring initiatives.

A key component of this role is overseeing the Port Credit Farmers Market, ensuring that it runs smoothly each week and continues to be a welcoming hub for residents, visitors, vendors, and local artisans.

Key Responsibilities:

Event Coordination and Team Collaboration

- Coordinate and execute logistics for all PCBIA events and activations, ensuring seamless delivery from planning to completion.
- Communicate clearly, consistently, and respectfully with the Executive Director, team members, vendors, and partners to support alignment and transparency.
- Represent the PCBIA with professionalism, integrity, and accountability, adhering to organizational values and professional codes of conduct.
- Act as a positive ambassador for the BIA, demonstrating strong interpersonal skills and the ability to build trust and teamwork within the organization and community.
- Work collaboratively across departments, particularly with the Marketing and Communications Team, to ensure unified messaging and successful event promotion.
- Provide regular updates, insights, and progress reports to the Executive Director and team.
- Take initiative in identifying opportunities for improvement or innovation in event delivery and community engagement.
- Adhere to project budgets, timelines, and event scopes, maintaining fiscal responsibility.
- Liaise with the City of Mississauga and Region of Peel to secure permits and ensure compliance with municipal requirements.
- Use event management software and digital tools to plan, track, and evaluate events effectively.
- Attend and actively participate in all PCBIA events, acting as a point of contact for partners, vendors, and the public.
- Uphold PCBIA's standards of professionalism, teamwork, and community pride in every aspect of event coordination.

Port Credit Farmers Market Coordination (Seasonal: June to October)

Set-Up

- Set up market signage, sandwich boards, and entry/exit points.
- Prepare the PCBIA booth and support community/promotional tents.
- Coordinate market music and assist buskers/performers with setup and payment.
- Oversee setup of market festivities, including opening and closing ceremonies.
- Ensure Farmers Market is set up according to PCBIA policies
- Ensure all PCBIA equipment, signage, and assets are handled responsibly, stored securely, and protected from damage or loss.

Customer Service

- Provide excellent on-site support to vendors, artisans, and attendees.
- Respond to community inquiries with professionalism and positivity.
- Ensure compliance with market guidelines and vendor agreements.
- Supervise market ambassadors and volunteers, fostering teamwork and accountability.
- Send weekly communications to vendors and partners with maps, protocols, and updates.
- Actively support the success of market vendors and artisans, helping them grow and thrive as part of the Port Credit community.

Operations & Safety

- Serve as the main point of contact for City and health/safety representatives.
- Monitor and report safety or compliance issues promptly.
- Maintain accurate attendance records and ensure capacity limits are followed.
- Submit written incident reports as required.
- Uphold PCBIA's commitment to integrity, accountability, and community safety throughout all market operations.

Tear Down

- Oversee vendor closing procedures and ensure site cleanup.
- Safely store signage, materials, and equipment.
- Report inventory needs or issues to the PCBIA office.

Reporting

- Provide weekly reports to the Executive Director on transactions, attendance, expenses, and vendor activities.
- Report any escalations or issues on the day they occur.

The duties and responsibilities outlined above are not intended to be an exhaustive list. Additional tasks and responsibilities may be assigned from time to time to support the goals, initiatives, and operations of the Port Credit BIA.

If you are passionate about community events, thrive in a fast-paced environment, and want to help shape the vibrancy of Port Credit, we'd love to hear from you!

Please submit your **resume and cover letter** to:

 **info@portcredit.com**

with the subject line: **Event Logistics Coordinator Application – [Your Name]**

Applications will be reviewed on a rolling basis until the position is filled.

Rate of Pay: \$28.00 per hour with a possible increase after probation period