

Ucluelet Sunday Market is seeking a Market Coordinator, this is a part time contract position starting as soon as possible.

Job Description: Market Coordinator

May 1st 2026- May 1st 2027

Hours approximately 12, 7 Hrs spent at the Market on Sundays 5 Hrs during the week on Social media, marketing, administration. During the Off season (January to April) approx 2hrs per month to check the Market email ect.

The Ucluelet Sunday Market Coordinator is a direct service position where the Coordinator acts as the liaison between the Market Board, Market Vendors and the Public. The Coordinator is responsible for the promotion and scheduling for each upcoming Market. The Coordinator is required to be on site for the duration of each Sunday Market and attend to the administrative needs for running and maintaining a successful market.

Responsibilities:

During Market Season (May till Thanksgiving weekend)

- Post and monitor Social Media Ads, announcements and Posters. Respond to email inquiries and applications through the website.
The coordinator has the discretion to post Social Media ads and Announcements.
- Consult with local organizations for participation
- Build event schedules (weekly market maps) and retain entertainer, performers
- responsible for collecting photo material during The Ucluelet Sunday Market for future promotion and marketing
- Coordinator will forward email inquiries or requests to the appropriate party, or parties, that fall beyond the basic application towards general inquiries from vendors and other interested parties
- Facilitate the placement of vendors and assignment of placement to drop in Vendors.
- Collect drop in Vendor fees and prepare deposit form and deposit fees to Ucluelet Sunday Market account each week
- Review with all new vendors the policies and procedures for being a Vendor at Ucluelet Sunday Market and to point out resources and accommodations that are available for the vendors use.
- Set up, take down and storage of all Ucluelet Sunday Market promotional signs
- Book Musicians, as well as prepare music equipment

During the Off Season

- planning and coordinating Artisan Christmas Market
- Attending board meetings (usually 1 or 2), completing grant applications and post events reports
- vendor renewals, pre season marketing, preparing

Qualifications and Requirements

- strong organizational skills including the ability to multitask
- experiences with running social media, ads, marketing
- excellent computer skills with strong detail orientation
- ability to create, coordinate, execute and wrap up special events
- flexible and adaptable to changes
- excellent customer service skills
- visionary attitude and willingness to bring new ideas to the market
- experiences with writing grants as asset

Requirements

- Available May 1st - October 11th and November *Christmas Market*
- available to work at least 12 hours per week, including every Sunday 8 am - 3 pm (Until Thanksgiving weekend)
- ability to work outdoors in most weather conditions
- attend after hours board meetings as required (with advanced notice)

Compensation

The Market coordinator will be compensated at rate \$26/hr