

<b>JOB TITLE</b>	Intern (Marketing, Events and Member Engagement)
<b>TENURE</b>	May 19 <sup>th</sup> until July 13 <sup>th</sup> , 2026.
<b>TASKS AND RESPONSIBILITIES</b>	<p>We're looking for a candidate who brings some experience, along with a strong eagerness to learn and contribute.</p> <p>The intern will be working closely with the Executive Director of Gerrard India Bazaar BIA and assist her in various tasks/activities such as:</p> <ul style="list-style-type: none"><li>● Planning and organizing the BIA's meetings including logistics, staff/volunteers, invitations,</li><li>● RSVPs, meeting notices and distribution.</li><li>● Assisting with planning, coordination, communications, marketing, and volunteer management as needed for future virtual or in-person BIA public and member events.</li><li>● Attending and providing event day support at various BIA and partner events.</li><li>● Preparing requests for quotation documents and soliciting quotes from vendors for various projects</li><li>● Gathering data and conducting the research needed for various projects</li><li>● Assisting in the preparation of material for posting on social media and website.</li><li>● Preparing/drafting responses to member's queries</li><li>● Assist with planning and implementation of BIA projects for the public realm, marketing, economic development, or other priority areas as directed.</li><li>● Supporting the Executive Director as needed with a variety of tasks, research, preparation of reports, business correspondence, permits, grant applications, manuals, templates, presentations, and other communications or materials.</li></ul>
<b>SUCCESS FACTORS</b>	<p>The successful candidate is expected to possess the attributes:</p> <ul style="list-style-type: none"><li>● Motivated and Dependable: Can be relied on to successfully complete the assigned tasks in a timely and thorough manner.</li><li>● Good inter-personal skills: Can work collaboratively with BIA Board members and Volunteers in a professional and courteous manner.</li><li>● Strong written and verbal communication Skills</li><li>● Proficient in technologies with good computer skills</li></ul>

- Good analytic and organization skills -be curious and be able to ask the right questions.
- Strong communication skills and a positive, professional attitude
- Willingness to learn, adapt, and take initiative
- Ability to work well in a team and follow direction

Other Skills: Manage outdoor events

## **SCHEDULE**

7 hours per day (35 hours per week) for 8 weeks

Typically, Monday to Friday (9am – 4:30pm), but we are flexible.

Some Weekends and evenings are required on events days

WFH

## **APPLICATION INSTRUCTIONS**

Please email your cover letter and resume to

[gibbia@gerrardindiabazaar.com](mailto:gibbia@gerrardindiabazaar.com) and in the subject line kindly mention Canada Summer Jobs + your name

## **APPLICATION DEADLINE**

Apply as soon as possible, interviews start soon.

Salary: \$17.60 per hour

## **ABOUT US**

Gerrard India Bazaar is one of Toronto's oldest BIAs, formed in 1981, and is recognized as the largest main street marketplace of South Asian goods and services in North America. It is a vibrant and culturally rich business district representing a diverse mix of businesses along Gerrard Street East, spanning from Coxwell Avenue to Glenside Avenue.

The BIA is committed to supporting its members through strategic marketing initiatives, placemaking efforts, cultural programming, and community-driven events that celebrate the area's unique South Asian heritage. Since its inception, the organization has focused on promoting local businesses, enhancing the streetscape, and creating a lively and welcoming destination for residents, visitors, and tourists from across the city and beyond.

This is a part of Canada Summer Jobs, in order to be eligible, participants must:

- Be between 15-30 years of age, at the start of the funded position.
- Be a Canadian Citizen, permanent resident, or someone to whom Refugee Status has been granted/conferred.
- Have a valid SIN
- International students, and those who are here in Canada on a work, youth, or visitor visa/permit are not eligible for the program.