

# 2026 SUMMER JOBS PROGRAM – TORONTO CARIBBEAN CARNIVAL

## Event Coordinator

The Event Coordinator will play a key role in supporting the planning, coordination, and delivery of programs and events leading up to and during the Toronto Caribbean Carnival season. Working under the supervision of senior staff, the youth will gain firsthand experience in event planning, community engagement, logistics, administration, and on-site operations.

### Tasks and Responsibilities

1. Event Planning and Coordination
  - a. Assist in developing event plans, timelines, schedules, and checklists.
  - b. Help coordinate venue bookings, permits, supply orders, equipment needs, and vendor arrangements.
  - c. Support the preparation of briefing notes, event decks, run-of-show documents, and participant information packages.
  - d. Conduct research on best practices for cultural, youth-focused, and community events.
2. Program and Community Engagement Support
  - a. Assist with outreach to community partners, youth groups, performers, volunteers, and local organizations.
  - b. Help manage registration lists, respond to participant inquiries, and coordinate communications.
  - c. Support the collection of feedback from attendees, volunteers, and partners to improve programming.
3. On-Site Event Operations
  - a. Provide on-site assistance during workshops, press conferences, launches, festival events, and activations days.
  - b. Help with setup and teardown of event spaces, signage, décor, equipment, and registration areas.
  - c. Greet and support guests, participants, and artists, ensuring a welcoming, safe, and organized environment.
  - d. Assist with visitor flow, accessibility needs, hydration stations, line management and public information points.

#### 4. Logistics and Administrative Support

- a. Assist with inventory tracking, supply management, storage checklists, and distribution of materials.
- b. Help coordinate transportation schedules for equipment, supplies, volunteers, and performers.
- c. Support the preparation of internal reports, meeting notes, attendance logs, and expense tracking forms.
- d. Maintain digital files, shared drives, and communication logs to ensure accurate documentation.

#### 5. Communications and Marketing Support

- a. Assist in gathering content, photos, and event details for the marketing team.
- b. Help prepare social media captions, event descriptions, and promotional materials (no posting required unless trained)
- c. Support collaboration between the event and marketing teams by sharing daily updates and event highlights.

#### 6. Health, Safety and Accessibility Support

- a. Help implement site safety procedures, crowd management practices, and emergency readiness protocols.
- b. Participate in safety briefings and ensure compliance with organizational health and safety policies.
- c. Assist with accessibility set up (ramps, seating, signage, pathways) and support attendees requiring accommodations.

#### 7. Feedback, Reporting and Continuous Improvement

- a. Assist with post-evaluations including surveys, volunteer debriefs, and attendee feedback summaries.
- b. Participate in team reflection sessions to identify improvements and propose new ideas.
- c. Support the collection and analysis of program data for internal reports and community impact summaries.

Your Skills include:

- Adaptability
- Collaboration
- Effective communication
- Creativity and innovation
- Effective use and understanding of digital technologies

- Numeracy
- Problem-solving