



The Tofino Market is seeking a **Market Coordinator**. This is a part-time contract position starting as soon as possible.

Hours: Approximately 7 hours/week from May to October. This includes working on-site at the Tofino Market located on the Tofino Village Green Saturdays (not every Saturday!) during Market Season from 8am–3pm | Wage \$27/hour

Employer: The Tofino Public Market Society (TPMS) promotes and coordinates a community of local artisan vendors representing the West Coast of Vancouver Island in a festive marketplace environment. The TPMS is a registered non-profit Society and the Market Coordinator reports directly to the Executive Director.

Wage: Competitive hourly living wage

Job Description:

- Overseeing and coordinating all aspects of the Tofino Market on-site on the Tofino Village Green
- Overseeing set-up, tear down and assigning vendor sites
- Facilitating entertainment acts and enforcing TPMS Guidelines for vendors and public
- Taking Social Media content (photos & videos)
- Being point of contact for vendors, musicians, artisan hosts, Bylaw and visitors

Qualifications:

- Very strong organizational and time management skills, ability to work independently
- Must have the ability to effectively communicate with people of all ages and backgrounds, exercising sensitivity while maintaining a high level of professionalism
- Previous experience in event management, supervision and marketing
- On-site shifts involve working on your feet, with some lifting required
- Proficiency with social media content taking

How to Apply: Please email your cover letter and resume to Jenny at info@tofinomarket.com. Application deadline is **Monday, March 30/2026**.