



## **Exciting opportunity: We're hiring a Book Market Coordinator!**

The Children's Hospital Book Market's mission is to raise as much money as possible for the Children's Hospital of Manitoba.

We're seeking a passionate, organized Book Market Coordinator to lead the planning and execution of the Children's Hospital Book Market. This community initiative has raised funds for the Children's Hospital of Manitoba for over 65 years. You will represent the Book Market's mission and foster a welcoming, literacy-focused environment.

This role is perfect for someone who loves books, thrives in event coordination, and wants to make a meaningful impact in the lives of children and families.

### **Join a team that makes a difference:**

- Be part of a legacy—supporting a book market that has helped fund pediatric care for over six decades.
- Work with a passionate team and dedicated volunteers.
- Flexible work environment with opportunities for creativity and growth.
- Make a direct impact on literacy and health outcomes in Manitoba.

### **Responsibilities:**

- Coordinate all aspects of the Children's Hospital Book Market, including pop-up sales and two annual large-scale community book sales.
- Work with the Book Market Board, internal committees, and external partners to secure venues, schedule events, and promote attendance. Coordinate meetings and provide or arrange for administrative support.
- Collaborate with the marketing departments from the Children's Hospital Foundation and Dufresne Furniture to promote events through social media, newsletters, and community outreach.
- Purchase supplies needed for book market operations and report expenditures to the Treasurer.
- Build relationships with local businesses and community members to secure gift-in-kind donations of materials and services.
- Oversee the schedules, sales schedules, and support for Book Market volunteers, ensuring smooth setup, customer service during the event, and teardown.

- Oversee inventory, including sorting, categorizing, and tracking donated books.
- Maintain records of sales, donations, and metrics such as foot traffic for reporting purposes.
- Oversee, find resources for, and participate in the training of new volunteers.

### **Qualifications:**

- 4+ years of experience in event coordination, retail, or nonprofit outreach. Experience in supervision and working with large numbers of volunteers.
- Strong organizational and multitasking skills.
- Excellent communication and relationship-building abilities.
- The ability to speak at media events.
- Experience with procurement and donor engagement is an asset. A knowledge of inventory controls and retail management is an asset.
- When necessary, the ability to lift boxes of books and assist with physical setup.
- Proficiency in Microsoft Office and basic point-of-sale systems.
- Must provide a clear Criminal Record check.
- A love for books and a commitment to community service and children's health.

### **Working Conditions:**

- Flexible work week as required to accomplish all tasks successfully.
- Occasional evening and weekend work required.
- Fast-paced environment during event days with frequent public interaction.
- Willingness to work in a warehouse environment (basement).

### **Ready to apply?**

Send your resume and a brief cover letter to [amunch@goodbear.ca](mailto:amunch@goodbear.ca).

We're committed to finding the right fit, so applications will be accepted until the ideal candidate is selected.

We are committed to building an inclusive workplace that values diversity and welcomes applicants from all backgrounds.

Only applicants who are considered for an interview will be contacted.

**Help bring books to life—and support children's health in Manitoba.**

