



Logistics Lead – Port Credit Farmers Market

Reporting to the Executive Director, the Logistics Lead oversees the seamless execution of the weekly Port Credit Farmers' Market, with primary responsibility for setup, teardown, and logistical operations. In collaboration with the Executive Director and Customer Service Lead, this role ensures a safe, efficient, and high-quality experience for the community.

Organization

Port Credit Business Improvement Area (PCBIA)

Location

Port Credit Library Lot (20 Lakeshore Rd E, Mississauga, ON L5G 1C8)

Contract Term

June 1, 2026 – October 17, 2026 (seasonal contract)

About the Role

The Port Credit BIA is seeking a reliable and organized Logistics Lead to oversee the weekly operations of the Port Credit Farmers Market. This role ensures the market runs smoothly, safely, and successfully each week.

Key Responsibilities

- Pre-Season (May – Administrative):
- Market Season (June – October):
 - Lead weekly on-site operations, including set-up and tear-down of tents, café, port o potty and wash station, tables, chairs, etc.
 - Assist vendors, artisans, and musicians in designated setup areas while maintaining proper flow and ensuring seamless coordination between vendors, programming, and operations
 - Facilitate towing of vehicles in Farmers Market space within City of Mississauga approved policies and procedures
 - Manage and maintain PCBIA and Farmers' Market assets and equipment to ensure proper use, secure storage, and accurate inventory control

- Ensure compliance with all regional and municipal health, safety, and operational regulations, including food handling standards
- Work collaboratively with the Port Credit BIA and Farmers' Market team to deliver an efficient, high-quality market experience that enhances positive visibility for Port Credit
- Foster strong relationships with community partners and Port Credit business community
- Uphold Port Credit BIA policies and procedures to ensure a safe, respectful, and harassment-free environment for all staff, volunteers, vendors, musicians, artisans, guests, and the broader Port Credit community
- Track attendance metrics and prepare operational and performance reports
- Consistently represent the Port Credit BIA and its business community with professionalism, acting in their best interest at all times
- Attend weekly Farmers Market operations meetings
- Prepare end-of-season wrap-up reports with recommendations for future growth
- Post-Season:
 - Lead teardown operations and manage equipment inventory, ensuring all assets are accounted for, returned in excellent condition, and properly stored

Please note that the above key responsibilities are not exhaustive and additional duties may be assigned as required.

Schedule & Availability

Saturdays: 5:00 AM – 3:00 PM (on-site)

Weekday: Operations meeting (1 hour)

Maximum 11 hours/week unless approved

Compensation

\$30/hour

Qualifications

- Previous experience in event coordination, logistics, or a related field is required
- Strong organizational and time management skills, with the ability to prioritize tasks and manage multiple responsibilities in a fast-paced environment
- Ability to work outdoors in varying weather conditions and commit to early morning shifts for the full duration of the market
- Physically capable of lifting and moving 30+ lbs and remaining active (standing, walking, lifting) throughout the entirety of market operations

- Excellent communication and interpersonal skills, with the ability to engage professionally with vendors, team members, and the public
- Proven ability to work collaboratively within a team environment while also taking initiative when working independently
- Strong sense of accountability, reliability, and professionalism in completing assigned tasks and responsibilities
- Ability to problem-solve effectively and adapt to changing situations in a dynamic event setting.

Detailed job description will be provided.

How to Apply

Submit your application to: info@portcredit.com