



JAKE'S HOUSE EMPLOYMENT TRAINING PROGRAM

Jake's House Employment Training Program is an innovative, adaptable program that supports the integration of individuals aged 16+ years with autism or a developmental disability, into the workforce. The program is funded by the Ministry of Labour, Immigration, Training and Skills Development (MLITSD), and leverages a proven recruitment method connecting businesses with well-qualified candidates who are on the autism spectrum or have developmental disabilities.

JOB TITLE: ASSISTANT MANAGER, 50/50 AND SILENT AUCTION PROGRAMS

Company: Canadian National Exhibition (CNE)

Type of Role: Temporary

Location: Toronto

Deadline to apply: ASAP

About: Reporting to the Manager, 50/50 and Silent Auction Programs, the Assistant Manager, 50/50 and Silent Auction Programs will assist the Manager with the oversight of the CNE Foundation's Grand CNE 50/50 and CNE Foundation Silent Auction fundraisers, including the supervision of the Sales Ambassadors, 50/50 and Silent Auction Programs.

Here is what you will do:

- Supervise the day-to-day activities of the CNE Foundation's Grand CNE 50/50 and Silent Auction fundraisers
- Assist Executive Director and Managers with move-in and move-out of fundraisers prior to and following the 2024 CNE; liaise with operations department and trades during set-up (labour, electricians, etc.)
- Ensure that sales, cash handling and other procedures are being followed, and that AGCO charity lottery requirements are being met
- Encourage and motivate staff in order to maximize raffle and silent auction proceeds in support of the Foundation's charitable programs
- Ensure that the Sales Ambassadors are proactively interacting with CNE visitors and communicating CNE Foundation messaging
- Monitor overall and individual sales on a daily basis to ensure targets are being met and provide coaching as needed



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- Manage the 50/50 and silent auction mobile devices, including the daily assignment and return of devices, and assist with troubleshooting as needed
- Oversee daily Sales Ambassador beginning, end-of-shift and closing cash handling and payment card tasks in order to maintain internal controls and provide accurate sales records
- Assist Manager with shift sign in/out and staff hours tracking, reporting and daily responsibilities
- Support Sales Ambassadors with daily opening and closing duties at selling locations and monitor throughout the day to ensure locations remain neat and presentable
- Assist with the delivery, display and replenishment of silent auction items as needed
- Provide support with customer inquiries or issue resolution as needed
- Other duties as assigned

Qualifications

- Previous 50/50, silent auction and/or ticket sales experience at a large-scale event would be considered assets
- Demonstrated ability to supervise and motivate others
- Excellent verbal communication and customer service skills
- Reliable, enthusiastic, friendly and self-motivated
- Previous cash handling and payment card transaction processing experience
- Strong organizational skills
- Proficient with computers and desktop applications, including Microsoft Office, as well as mobile devices, with the ability to troubleshoot
- Must be 18 years of age or older
- Available to work flexible hours, evenings and weekends for the duration of the 2024 CNE (August 16 to September 2)
- Availability to work five to six days per week during CNE required
- **Available to attend a full-day mandatory training session on Tuesday, August 6 at the CNE grounds**
- Valid Ontario G license required in order to operate on-site golf cart



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Application Process:

The first step in the recruitment process is for interested candidates to apply to the role with Jake's House, by emailing your resume to jobs@jakeshouse.ca , with the title of the job in the subject line. Applicants will be shortlisted for participation in the next step based on a review of each applicant assessing the likelihood of fit for the roles for which we are recruiting.

FOR MORE INFORMATION

Please direct any questions to jobs@jakeshouse.ca

For more information about Jake's House, visit www.jakeshouse.ca

We look forward to hearing from you!