



HOSPITALITY COORDINATOR

The FOLD Foundation hosts the annual Festival of Literary Diversity – Canada’s first festival for diverse authors and storytellers, located in Brampton, Ontario. The Planning Team for the FOLD is comprised of volunteers who are committed to bringing diverse stories to the Brampton-based festival each year and promoting and cultivating diverse voices year-round.

The Hospitality Coordinator is a volunteer role that involves coordinating the necessary arrangements for authors and guests at literary events throughout the year, with significant responsibilities during the festival weekend.

THE ROLE

- Planning and coordinating needs for authors and guests for festival in May
- Planning and coordinating needs for authors and guests at year-round events
- Setting up and cleaning up after the program
- Greeting and socializing with participants
- Working with the Volunteer Coordinator and Communications Coordinator to ensure all needs are met for authors and guests
- Reading diversely year-round to contribute to on-going programming discussions
- Promoting a safe and positive environment during events

THE REQUIREMENTS

- Attending monthly planning meetings, second Sunday of the month in Brampton
- Ability to work with minimal supervision
- Excellent people skills
- Familiarity with Brampton
- Lived experience with disability, race, culture, gender identity is considered an asset
 - Indigenous people, seniors, and other marginalized communities are strongly encouraged to apply
- Experience with writing/publishing considered an asset
- Access to a car would be beneficial to the role

CONTACT

For more information, email Communications Coordinator Amanda Leduc at [info\(at\)thefoldcanada\(dot\)org](mailto:info@thefoldcanada.org). For a link to the job application, visit our website.