

College Promenade Business Improvement Area (BIA) Part Time Coordinator

The College Promenade BIA, one of Toronto's most vibrant and best known neighbourhoods, is seeking a Coordinator to support the Board of Management's efforts to enhance the area's competitiveness. You are a self-starter, have sound judgment, work with a minimum of supervision and demonstrate strong organizational and administrative skills. You also possess abilities to ensure BIA projects meet high standards set by the Board of Management, its membership and expectations of the community.

Reporting to the BIA Board of Management, through the Chair (or Designate), your responsibilities include, but are not be limited to:

- Implement programs and policies as approved by the Board.
- Deliver efficient administrative support to the Board and general membership.
- Efficiently administer selected BIA events.
- Ensure that exceptional customer service is delivered through the BIA office at all times.
- Coordination of capital projects.
- Maintenance of capital assets.
- Establish, encourage and maintain positive, constructive and proactive relationships with the general membership, including non-members and stakeholders.
- Maintain a membership database and local stakeholders.

Job Duties and Responsibilities:

Advocacy:

Generally work towards the Board's priorities including:

- Maintaining and enhancing area parking, including reasonable parking rates.
- Graffiti removal.
- Monitor general City public construction to ensure that BIA assets are not adversely affected and timely reinstatement.
- General cleanliness of the public right-of-way.
- Taxes.

Communications:

- Prepare Draft Materials for distribution to the local community through appropriate media or via other means of distribution (local newspaper ads/announcements, local poster campaigns for branding, initiatives arising from time to time).
- Draft Press Releases and other Media Materials for review and approval.
- Act as a Liaison, via regular communication and relationship management, with Non-BIA Members such as: City Staff in the BIA Office and other Departmental Staff as appropriate; Constituency Office Staff for our Local Councillor, MPP and MP; Members of other BIAs and Business Associations, Community Groups and Agencies.
- Conduct regular visits to member businesses to advise of BIA initiatives, encourage business engagement and create/maintain a database of member business contacts.
- Establish/maintain BIA's social media connections (Facebook, Twitter etc.).

Coordinator Job Posting (Continued)...

- Act as a liaison with non-BIA members/groups such as local developers, community groups and the Toronto Association of BIAs (TABIA).
- Other communication duties as assigned.

Events:

- Coordination, administration and execution of all BIA Events.
- Coordination and oversight of all Volunteers for BIA events, if required.
- Additional responsibilities leading up to the event in addition to onsite oversight responsibilities on the day of the event.
- Preparation of Press/Media Releases related to the Event, before and after the Event (draft to be vetted by Board Chair & Event Chair) when required.
- Grant writing.

Administrative:

- Organize and attend all Board of Management meetings, Annual General Meetings, and Sub-Committee meetings at the request of the Chair or respective Sub-Committee Chair in compliance with notification periods contained in the City of Toronto Municipal Code.
- Attend other BIA-related meetings as may arise.
- Prepare and distribute minutes of all Board of Management and Sub-Committee meetings and follow-up on issues as required.
- Responsible for regular Office operations such as filing, folding, stuffing, mailing, data maintenance, receipt/preparation of correspondence on behalf of the Board/Chair or Sub-Committee Chair.
- Maintain mailing lists (BIA Members, Media Contacts, Committee Members, serving Members of Toronto City Council, local MPP and MP contact info, other Community/Opinion Leaders).
- Prepare cheques, invoices and other financial documents as may be required from time to time.
- Perform light bookkeeping tasks (orderly management of BIA-related expense receipts, cheque stubs and bill payments {telephone/internet, rent, utilities et al}. Documentation shall be maintained in ordered and systematized fashion so as to render delivery of all appropriate documents to the BIA accountant in a timely and orderly state at the appropriate time.

Streetscaping:

- Working with a contract landscaper to plan, design and implement annual, four-season floral program and ensuring suitable planting choices for maximum show and durability.
- Assisting with streetscape planning in coordination with third party consultants and the City of Toronto.
- Liaising with City staff and BIA members about area construction, new developments, zoning, traffic issues, bylaw issues, cleanliness issues, public meetings, committee and council agendas etc.

Coordinator Job Posting (Continued)...

- Coordinating and following up on all ongoing works for City & BIA cost share program, to include attending meetings, carrying out onsite inspections and member communications.

Preferred Qualifications:

- Excellent verbal and written communication skills.
- Strong multi-tasking and time-management skills.
- Must be self-motivated and able to complete tasks on a self-directed basis.
- Must have flexibility to work some evenings/weekends as required.
- Microsoft Office, web and social networking skills.

How to Apply

Interested individuals should forward a covering letter and resume in one PDF to Julie at info@ziggysathome.com quoting reference "**Coordinator College Promenade BIA**" in the subject line and covering letter.

We thank all applicants. However, only those selected for an interview will be contacted.