

Kensington Market Business Improvement Area (KMBIA) Coordinator

Kensington Market has long been an important shopping, foodie, hangout, and tourist destination.

Cherished by Torontonians and visitors alike, this thriving mixed commercial-residential neighbourhood is well known for its independent spirit, colourful shopfronts, vibrant murals, charismatic locals, family-friendly Pedestrian Sunday events, and over 240 unique and eclectic businesses.

This richly multicultural, open-air marketplace meets all needs: fresh produce, cheese, meats, bread & deserts, bulk spices/nuts/sweets, flowers, restaurants, cafes, bars, live music, local fashion designers & acclaimed vintage clothing, art, music, bike & skate shops, electronics, pet supplies, home-wares, and many specialty items from around the globe.

The Kensington Market Business Improvement Area (BIA) was formed in 2009 and represents over 240 businesses. Kensington Market is 1 of 82 BIAs throughout Toronto and is the voice of our business community.

The Kensington Market BIA is currently seeking a **Part Time Coordinator**.

Job Type: Part Time (20 hours per week)

Work Location: BIA Meeting Room (Red Pepper Spectacle Art); Home Office; Various Locations Throughout Kensington Market

Reports to: The Board of Directors for the KMBIA

Job Summary: The Coordinator of the KMBIA organizes, administers, and facilitates all of the needs of the BIA board and its members. They are responsible for assisting and/or ensuring the success of all projects and committees.

Job Duties and Responsibilities:

The KMBIA Coordinator is responsible for all aspects of administrating the BIA, including but not limited to:

- Reporting directly to the Board in respect to issues, permits, problems, comments, and general neighbourhood concerns
- Organizing and planning for one BIA Board meeting every month, which includes:
 - Facilitating the rental of the meeting space
 - Setting the agenda for the meeting (in cooperation with the BIA chairperson)
 - Organizing and documenting the monthly financial statements
 - Creating printed material packages (including schedules, budgets, minutes, and any other pertinent files), and creating handouts for board members
 - Sending out invitations to all interested parties
 - Recording the minutes of each meeting
 - Creating a record of the meeting, including action items and motions made, and distribute to Board Members
 - Filing, collecting, and preparing invoices and contracts

- Assist in annual budget planning
- Other tasks associated with organizing the monthly meetings

- Organizing and planning for the KMBIA's Annual General Meeting (AGM), which includes:
 - Facilitating the rental of the meeting space
 - Setting the agenda for the meeting (in cooperation with the BIA chairperson and all of the sub-committees)
 - Facilitating the financial year end audit with the appropriate accounting firm
 - Create a printed material packages which includes the budget, financial statements, and KMBIA progress and achievements
 - Delivering invitations to every business member within the BIA
 - Other tasks associated with organizing the AGM

- Managing the Clean Streets team, ensuring the following jobs are routinely accomplished:
 - Streets are swept and garbage is collected during each day of employment
 - Cigarette Recycling containers are emptied and delivered to the recycling facility
 - Graffiti is removed from public areas where the graffiti protective coating had been applied
 - Heavy snow is cleared from street corners when necessary
 - Manage and prepare payroll for the Clean Streets Team

- Facilitating necessary meetings with city staff, including:
 - Coordinating with City Councillor's office to attend Board meetings
 - Keeping open communication with local police officers
 - Communicate with Toronto Association of Business Improvement Areas (TABIA) to ensure correct procedures are in place
 - Coordinate with the City of Toronto's Capital Project Office in regards to Master Plan facilitation
 - All other necessary communications with city staff

- Administrate the KMBIA website and all social media accounts, including:
 - Regularly updating Twitter, Instagram, and Facebook feeds
 - Maintaining the BIA website, posting all board related materials, as well as Board Meeting Minutes
 - Maintaining contact information for all BIA members
 - Managing the Kensington Market Interactive Map, ensuring content is accessible and up-to-date

- Be the main point of contact for the KMBIA, including:

- Acting as a primary contact between businesses, residents, associations, media, municipal offices and the BIA
- Ensuring we are positively represented in all media
- Facilitate requests from film companies regarding permit applications; protecting the interests of the business community in this regard
- Facilitating emails and phone calls regarding the BIA
- Ensure all of our business members have access to the BIA and its services

Job Expectations

The KMBIA Coordinator is expected to follow the code of conduct as set by the City of Toronto. Furthermore, the Coordinator is expected to positively and impartially represent all of the members of the BIA in all tasks.

Job Qualifications

The KMBIA Coordinator should have the following qualifications:

- Strong interpersonal skills; outgoing; has a willingness to learn
- Have a flexible schedule
- A post secondary education is an asset
- Be able to take short hand/notation during meetings
- Be fluent at Microsoft Office
- Be fluent in Social Media Channels
- Experience in event planning is an asset
- Experience in Urban Design is an asset

Serious inquiries please email Peter Sanagan at peter@sanagansmeatlocker.com with a cover letter and resume.

While we appreciate all applications, only potential candidates will be contacted.