

Ossington BIA Coordinator Position Available

Title: BIA Co-ordinator

The BIA Co-ordinator, as an employee of the BIA, provides administrative support, customer service and general assistance to the BIA. The individual must be a self-starter and possess strong organizational skills to ensure that priorities are assigned to projects and activities.

Reporting to the Board of Management through the BIA Chair (or designate), the Coordinator's responsibilities include, but are not limited to the following:

- Implement programs and policies as approved by the Board;
- Financial management and human resource coordination;
- Establish, encourage and maintain positive, constructive and proactive relationships with the BIA members as well as those non-members whose action can impact the BIA; and
- All administrative functions of the BIA;
- Event planning and coordination

Duties

Administrative

- Schedule meetings and prepare agendas with Board/Committee Chair; Take minutes at Board Meetings.
- Prepare and distribute committee minutes or notes, follow-up on issues as required;
- Responsible for regular office operations such as filing, folding, stuffing and mailing;
- Maintain mailing lists (members, media, committee members, etc); and
- Prepare cheques, invoices and other financial documents.

Meeting Organization

- Reserve appropriate meeting location;
- Make all required physical arrangements including refreshments, seating etc.;
- Contact all required committee members and other interested parties to attend.

Communications

- Prepare, produce and distribute member newsletters;
- Frequent communications with BIA members via site visits throughout the year;
- Draft materials for distribution to the local community through appropriate media (door-to-door, local newspaper, social media/web-based etc.);
- Assist in the preparation of press releases and other media materials;
- Perform a cycle of visitation to merchant members every other month; and
- Act as liaison with non BIA members such as: Developers, potential developers, property owners;
- City official in the BIA Office and other departmental staff as appropriate;
- Constituency offices, assistants to local elected politicians;
- Members of other BIAs and business associations; and

- Community groups and agencies.

Maintenance and Repairs

- Monitor public works and related activities (sidewalk repair, garbage receptacle replacement, garbage collection, hydro infrastructure projects, other physical repairs/improvements) in the BIA; and
- Work with the Board to implement the area improvement schedule.

Promotional Activities

- Co-ordination of two major and two minor promotional events annually. (These events require additional responsibilities leading up to the event in addition to on-site supervision on the day of the event).

Qualifications

- Excellent verbal and written communication skills;
- Motivated, organized and ability to concurrently manage projects and initiatives;
- Detail-oriented; and Strong organizational skills
- Strong computer skills.
- Community organization skills
- Event planning experience

Ossington BIA Coordinator role ...

This is a part time 28 hours per month, sometimes more around street festivals and events
Start date effective 2 weeks after hire...

Resumes or expressions of interest should be directed to ossingtonbia@gmail.com ...

Thank you for your interest however only those selected for an interview will be contacted.

Competition ends when suitable candidate is hired.