

## WYCHWOOD HEIGHTS BIA - JOB POSTING

The Wychwood Heights Business Improvement Area (BIA), located on St. Clair Ave West, between Christie Street and Bathurst Street, requires the assistance of an experienced, **part-time coordinator**.

Reporting to the Chair and Board of Management, the Coordinator's duties and responsibilities include:

### Administration

- Schedule monthly board meetings and prepare agendas with the board chair.
- Prepare and distribute meeting minutes and follow up on tasks as assigned.
- Maintain an electronic document storage system.
- Arrange all aspects of the BIA's Annual General Meeting.

### Financial

- With the treasurer, review invoices from suppliers and prepare cheques for signatures.
- With the assistance of the treasurer, prepare monthly financial reports and bank reconciliations.
- Assist in the preparation of the BIA's Operating and Capital Budgets.

### Communications

- Create and distribute member newsletters.
- Manage the BIA's website and mailing lists.
- Manage all aspects of the BIA's social media platform.
- Communication with member businesses through regular site visits.
- Liaise with City departments, community groups and outside agencies on BIA related matters.

### Streetscaping

- Maintain and implement a range of streetscape beautification and maintenance programs in a manner that contributes to the overall enhancement of the business area.

### **Requirements and Skills:**

- College or University degree preferred.
- Strong organizational skills with the ability to prioritize and complete tasks with a minimum of supervision.
- Advanced knowledge of MS Office (Word, Excel, PowerPoint and Outlook).
- Previous BIA experience an asset.

Interested parties, please submit your resume to:

[caroline@wychwoodheights.ca](mailto:caroline@wychwoodheights.ca)

