



Eglinton Hill

Business Improvement Area (BIA)

Coordinator (Contract)

The Eglinton Hill Business Improvement Area, nestled in the Keele-Eglinton community, is undergoing significant generational change: The new Keele-Eglinton Light Rail Transit station, proposed area developments, Eglinton Today Complete Streets improvements, the early stages of an Eglinton Hill BIA Streetscape Plan, a new brand, and a new BIA board with renewed initiative to help create a vibrant neighbourhood where our business members can thrive. Arriving at this point has been a challenge.

We are seeking a coordinator to support our board and BIA business members to collectively advance our initiatives while navigating broader changes. You will bring skills that initiate or support our administrative, finance, events support, marketing, streetscape, member engagement, and advocacy programs. Your ability to prioritize and work independently are highly valued by our board.

Reports to: Chair, BIA Board of Management.

- Hours: Monday to Friday, including selected evenings or weekends hours
- Salary: \$29.00 per hr/ 20 hours per week.
- The consultant will not be a BIA employee.
- No statutory deductions, benefits or holiday will be made available as part of the contract agreement.

Responsibilities:

Administrative

- Scheduling of BIA board and committee meetings, drafting agendas, preparation of minutes and meeting follow-up. Evening board meetings
- Preparation of correspondence, reports, communications, newsletters, and other materials.
- Plan the Annual General Meeting in accordance with City BIA procedures and Board input.

Engagement

- Respond to enquiries and address BIA member and the general public issues.
- Research and conduct member surveys and prepare written reports.
- Liaise and maintain strong relationships with City departments, agencies, stakeholders, suppliers, and community members as appropriate, relating to BIA matters.
- Attend meetings, including City issues and project meetings, Metrolinx BIA meetings, streetscape planning, EglintonTODay consultation, Toronto Association of Business Improvement Area (TABIA), and others as appropriate.
- Facilitate member engagement with business support opportunities and BIA initiatives.

Project Coordination and Event Planning

- Responsible for the coordinating of the BIA events including permits, logistics, entertainment and marketing.
- Small local events
- Develop and recommend initiatives to the Board of value and services to benefit the members.
- Complete grant applications.

Marketing

- Maintain the BIA's websites, blog, and email lists.
- Coordinate with proposed social media/marketing coordinator (pending).
- Provide oversight to the BIA's social media/ marketing coordinator.
- Assist with marketing campaigns and the procurement of design work.

Financial

- Prepare monthly financial statement, tracking and complete reconciliations with accuracy.
- Prepare budget drafts for review and ensure projects stay on budget.
- Undertake purchasing according to the BIA's purchasing policy and complete inspections.
- Prepare payables including acquiring two signatures on all cheques.
- Deposit receivables in the BIA bank account.
- Prepare all required files for the accountant and auditor for year-end.
- Complete payroll.

Qualifications:

- Some post-secondary education in business, marketing, communications, local economic development, administration, office management or another relevant fields, or equivalent in experience.
- Excellent verbal and written English communications skills
- Responsible, adaptable, self-starter, resourceful, personable and detail-oriented
- Able to work independently with minimal supervision
- Able to act with tact, discretion, good judgement, and confidentiality.
- Intermediate computer, internet, Gmail, Word, PowerPoint, Publisher, Excel, OneDrive, Teams, Zoom, QuickBooks, Squarespace & Mailchimp; or, proven as tech savvy with similar programs.

Additional Qualifications (not required):

- Working knowledge of BIAs or a municipal environment
- Experience with event planning
- Knowledge of the local community
- Recruit, train and manage temporary employees to complete tasks; including coop placement, Canada Summer Jobs and independent contractors.

How to apply: Please email your cover letter and resume in one pdf file to e.hill.info@gmail.com. Email enquiries only. Only candidates selected for an interview will be contacted.

The selected candidate will be required to follow the organization's Anti-Harassment and Discrimination policy.

Submission Deadline: xx May 10, 2024, 5:00 p.m.