



## EMPLOYMENT OPPORTUNITY: MANAGER

The Danforth Mosaic BIA is looking for a MANAGER.

**Expected Start Date:** June 1st, 2024

**Salary:** \$70,000 – \$75,000

This is a FULL TIME position and you will be required to be onsite in the area. The BIA MANAGER position is a hybrid operations and marketing management role. The ideal candidate is very organized, creative, and good at problem solving. They are passionate about meeting, communicating with, and understanding the small businesses in our area and are committed to building relationships in our community.

### RESPONSIBILITIES:

- Prepare, submit and follow up on all city-related permits, grants, and paperwork
- Coordinate with the treasurer to prepare monthly statements
- Schedule meetings, prepare agendas alongside the Board/ Chair
- Record meeting minutes, prepare and distribute notes, follow-up on issues, and organize
- committee meetings.
- Liaise with federal, provincial and municipal government representatives, City of Toronto
- officials and community members
- Coordinate BIA streetscape programs including beautification and capital projects.
- Maintain and update website
- Create and maintain a database of all business email addresses and contact information
- Grow and elevate the BIA's social media presence.

### Promotional Activities:

- Regularly communicate and visit with BIA business owners throughout the year
- Create and promote a calendar of local events
- Coordination of community events as directed by the BIA (events may require additional

- responsibilities leading up to the event in addition to on-site supervision on the day of the event)
- Obtain all permitting and permissions needed to execute event planning
- Ensure BIA projects include activities that will promote all businesses
- Manage all incoming communications, including email, telephone, and mail
- Draft materials for distribution to the local community through appropriate media (print, web, socials) in coordination with the board

How to apply: Interested applicants can apply by sending their cover letter and resume to [danforthmosaicbia@gmail.com](mailto:danforthmosaicbia@gmail.com) or apply through Indeed.

We thank all those interested in applying. Only those selected for an interview will be contacted. Please direct any questions to [danforthmosaicbia@gmail.com](mailto:danforthmosaicbia@gmail.com)