



**November 16, 2021**

**Job Posting: Midtown Yonge Business Improvement Area (BIA)  
BIA Co-ordinator (Part-time)**

**Start Date: January 2022**

The Midtown Yonge BIA seeks a part-time Coordinator for a one-year contract, with option to renew. Reporting to the Board of Management, the Coordinator will make use of their expertise and knowledge of both public and private sectors to assist the Board in fulfilling the BIA's goals.

The successful applicant must be available to work approximately 12-15 hours per week, with addition hours possible to undertake special initiatives at the direction of the BIA Board of Management. Compensation is \$25 per hour.

**Duties:**

- Undertake the administration of the Board of Management in accordance with the requirements of City of Toronto Municipal Code Chapter 19, including the scheduling of Board and Committee meetings, taking of minutes, and the organization and execution of the BIA's annual general meeting.
- Follow through on decisions made at Board meetings (e.g., liaising with vendors and City officials, researching topics, writing copy or correspondence).
- Receive invoices from BIA service and product suppliers and prepare cheques for signature.
- Assist the BIA bookkeeper where required to maintain financial records and prepare them for submission to the BIA's auditor.
- Work with the City to execute CafeTO and Complete Streets programs, engaging member businesses fully in the process.
- Oversee the BIA's spring and summer planting, and winter display, program.
- Work with the City's BIA Office to plan and execute streetscape improvement projects.



- Work with the BIA's digital marketing consultant where required to help promote the BIA and its member businesses.
- Work with the BIA's public art consultant to help execute public art projects in the BIA.
- Maintain a presence, in person and otherwise within the community, including attending community meetings and engaging member businesses.
- Organize and execute small activations to help energize the area and engage area visitors.

The BIA Coordinator will report directly to the Board Executive.

### **Qualifications**

- Undergraduate degree, diploma or equivalent work experience in business, planning, communications, or economics
- Exceptional inter-personal skills and strong written and verbal communication skills
- Self-directed and the ability to work independently
- Strong organization skills
- Computer application skills
- BIA experience, including engagement with the City's CafeTO program, is an asset

**Please submit your resume and cover letter to: [info@midtownyongebia.com](mailto:info@midtownyongebia.com) The deadline to submit is Friday, December 10th at 5pm.**