



January 4, 2022

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

Start Date: February 2022

The Midtown Yonge BIA seeks a part-time Coordinator (guaranteed 20 hours per week) for a one-year contract, with option to renew. Additional hours will be possible to undertake special initiatives at the direction of the BIA Board of Management.

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.

Compensation is \$30 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.

M I D T O W N

- 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.
- Keeping the BIA's website business directory up to date, identifying businesses that have arrived and left the BIA. (Note: the BIA retains the services of a web consultant to make the actual directory updates based upon information provided by the Coordinator).
- 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 work of the Coordinator will be overseen by the BIA 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 The deadline to submit is Friday, January 28th at 5pm.