



Job Opportunity: Assistant Coordinator

DETAILS

Start Date: ASAP

Hours: 8-10 hours per week

Job Types: Part-time, Temporary

Wage: determined based on experience

SUMMARY

The Pape Village Business Improvement Area is one of 83 BIAs in the City of Toronto and represents over 80 businesses along Pape from Mortimer to Gamble. The BIA works to promote economic development in the area, with initiatives that include improving public spaces, beautifying the streetscape, coordinating events, and marketing the area and our members.

JOB DESCRIPTION: Assistant Coordinator

REPORTS TO: Chair and Coordinator

EXAMPLE PROJECTS

- Conduct a survey of our members
- Survey other BIAs on their current initiatives and what they will be doing for members as restrictions lift
- Establish a centralized contact list of suppliers, city contacts, and other BIAs
- Assist in maintaining Facebook and Instagram sites
- Other projects as required

REQUIREMENTS

- Post-secondary education is preferred
- Strong computer skills
- Must have access to own computer
- Previous experience managing and organizing a variety of projects
- Energetic, outgoing and motivated
- Committed to community relationship development
- Willing to go into retail stores to speak with business owners

To apply: Please send resume and cover letter to Henry Weinman, Chair of Pape Village BIA, henry@papevillage.com