

Weston Village BIA Capacity Development Fund – Job Description

Job Title

Strategy Facilitator
Contract (4 years)
Year 1 PT, Year 2-4 FT
\$16-19/hr

Reports To

The strategy facilitator will report primarily to the BIA Coordinator and secondly to the BIA Board of Management.

Job Overview

The Strategy Facilitator will work with a consulting firm to come up with a strategic plan for the BIA, which it will implement over a four-year term. The Strategy Facilitator will also develop and maintain policies and procedures for BIA Board of Management and staff going into the next four-year term. This shall be a four-year position, the first year will be part time and transition into full time.

Responsibilities and Duties

The Strategy Facilitator will be responsible for;

- Attending meetings with the Coordinator and Strategic Planning Consultants and provide progress reports at monthly board meetings.
- Development of a BIA Management Handbook
- Develop new databases by visiting and contacting members of the BIA
- Develop and deliver Board Member Recruitment Campaign for the 2022 AGM board elections
- Implement strategic plan (year 2-4)

Qualifications

Provide a bullet point list of the qualifications that are necessary for someone to fill this position.

- Be skilled in Project Administration and have ability to research and execute new projects
- Possess excellent English communication skills, both verbal and written
- Be highly organized and self-motivated with ability to manage concurrent projects
- A proficiency in computers, preferably in Microsoft Office, Canva, Google Suites
- Have some knowledge/experience of municipal government structure and operations