



Marketing & General Assistant Job Description

St. Clair Gardens BIA consists of approximately 120 businesses along St. Clair Avenue West from just east of McRoberts Avenue to just west of Old Weston Road.

The ideal candidate will work from home and within the BIA as required. You should be a self-starter, motivated, energetic. In addition, you must work well with others with minimal supervision.

The candidate must have strong organizational/time management and communication skills including writing abilities and multitasking skills. Experience working with the City of Toronto or other municipal jurisdiction and other not for profit organizations would be an asset.

The chosen candidate will report directly to Eric Francis and Board Chair of St. Clair Gardens Board. Starting salary range is \$18,200 based on a 25 hour work week. Some evenings and weekends will be required.

General Duties

- Create, maintain and update database and directory of businesses
- Maintain BIA assets register which will include office and on-street assets
- Promote business and community events in the BIA
- Create press releases for events
- Manage and maintain the website and business listings
- Design, create and produce marketing materials to promote St. Clair Gardens BIA on Social Media such as Instagram, Facebook and Twitter

Required Qualifications

- Some knowledge of the Toronto Municipal Code Chapter 19, Business Improvement areas
- Business, social media marketing, communications, local economic development, administration, office management or another relevant field
- Excellent verbal and written English communications skills
- Responsible, adaptable, self-starter, resourceful, personable and detail-oriented
- Able to work independently with minimal supervision
- Able to act with tact, discretion, and confidentiality
- Working knowledge of Gmail, Word, PowerPoint, Excel, OneDrive, WebEx & Mailchimp
- Will be working from home so you will be motivated and dependable. The need of consistently reliable home Wi-Fi is essential
- Can be relied on to successfully complete the assigned tasks in a timely and thorough manner

Previous experience and knowledge of the area is preferred but not necessary. To apply please email resume, cover letter and references to: info@stclairgardens-bia.com. Only candidates selected for an interview will be contacted. Position will be filled as soon as a suitable candidate selected to start July 4, 2022