

# UPTOWN YONGE

## Intern Job Description

Uptown Yonge BIA is looking intern to assist with its various projects in streetscaping, marketing, events management, and general administration. The position is for a minimum four-month term and is targeted toward employing “youth” (under 30) wishing to gain practical experience in community development, events organization, and marketing. It is ideal for a recent college/university graduate in related programs, or an eager and energetic person reentering the workforce.

The intern will be working closely with the Executive Director of Uptown Yonge BIA and assist her in various tasks/activities such as:

- Planning and organizing the BIA’s Annual General Meeting including logistics, staff/volunteers, invitations, RSVPs, meeting notices and distribution.
- Assisting with planning, coordination, communications, marketing, and volunteer management as needed for future virtual or in-person BIA public and member events.
- Attending and providing event day support at various BIA and partner events.
- Preparing request for quotation documents and soliciting quotes from vendors for various projects
- Gathering data and conducting the research needed for various projects
- Assisting in the preparation of material for posting on social media and website
- Preparing/drafting responses to member’s queries
- Assist with planning and implementation of BIA projects for the public realm, marketing, economic development, or other priority areas as directed.
- Supporting the Executive Director as needed with a variety of tasks, research, preparation of reports, business correspondence, permits, grant applications, manuals, templates, presentations, and other communications or materials.

The successful candidate is expected to possess the attributes

- Motivated and Dependable: Can be relied on to successfully complete the assigned tasks in a timely and thorough manner
- Good inter-personal skills: Can work collaboratively with BIA Board members and Volunteers in a professional and courteous manner
- Strong written and verbal communication Skills
- Proficient in technologies with good computer skills
- Good analytic and organization skills – be curious and be able to ask the right questions

Previous experience is preferred but not necessary. It is expected that most of the work can be done remotely. Depending on the tasks assigned, some work will have to be done within the BIA Area

**Please send resume and cover letter to: [tasneem@uptownyonge.com](mailto:tasneem@uptownyonge.com)**