



EGLINTON HILL BIA , PART TIME COORDINATOR

Job Description:

BIA part time coordinator 20 to 25 hours per week, possibly more. General administration, communication, social media and maintaining relations with BIA members. Will mostly work from home but will need to attend meetings with the Chair. Must be flexible, some evenings and weekends required. Must be well organized and able to work independently.

Duties include, but not limited to:

- **Monthly board meetings, prepare agenda and minutes of meetings**
- **Treasurer reports, submit financial information to BIA Auditor**
- **Attend relevant meetings when required**
- **Handle correspondence, phone calls, and email**
- **Apply for grants and city permits**
- **Liaison with community members and partners**
- **Coordinate and oversee events, usually 4 per year**
- **Pilot potential expansion of BIA, recruit new board members**
- **Assist with rebranding and rebooting BIA**
- **Create and update content on social media, YouTube and website and blog**
- **Bimonthly Newsletter**
- **Update Business Directory**
- **Meet and greet new BIA members and explain role of BIA**
- **Oversee and work with professional marketing company on BIA Communication Plan development and create a strong online presence.**

Please submit resume by September 6, 2022 to

**Steve Tasses BIA Chair
egglingtongrill@gmail.com**