



MOUNT DENNIS

BUSINESS IMPROVEMENT AREA

Job Posting: General Assistant/Social Media Co-ordinator (Part-time Contract Position)

Deadline: November 1st, 2022

The Mount Dennis BIA (Business Improvement Area) is a small BIA with 65 businesses. The boundaries of the BIA are Weston Road from Ray Avenue in the north and Lambton Avenue in the south. Our area is undergoing tremendous change as a result of the major transit infrastructure project (Crosstown LRT/GO/UP Express station) scheduled to open in 2023.

The Board of Management is seeking a General Assistant/Social Media Co-ordinator who will report to the Board of Management and the Executive Director, to facilitate the work of the BIA. The ideal candidate will be a self-starter, motivated and energetic and will work from home and within the BIA. **Prior BIA experience as well as general knowledge of the area are considered important assets.**

General Duties

- Maintain and update database and directory of new and existing businesses
- Manage and maintain the BIA website and business listings
- Conduct regular weekly walkabouts to connect with businesses and identify issues, concerns and opportunities
- Manage the BIA's social media accounts including Instagram, Facebook and Twitter
- Design, create and produce any BIA marketing materials
- Plan and execute, along with the Executive Director, any special events
- Provide administrative support to the Executive Director and Board
- Work with BIA consultants as required
- Attend in-person, bi-monthly BIA Board Meetings

Qualifications

- Excellent verbal and written communication skills
- Personable and detail-oriented

- Previous experience in social media marketing, communications, BIA/local economic development, administration, or other relevant fields
- Responsible self-starter and the ability to work independently with minimal supervision
- Working knowledge of Word, Excel, PowerPoint, Zoom/WebEx
- Since you will usually be working from home, the need for consistently reliable home Wi-Fi is essential
- Can be relied upon to successfully complete the assigned tasks in a timely and thorough manner

Compensation

\$16,000 annually based on a 10 hour work week @ \$30 an hour.

To apply, please e-mail resume and cover letter to laura@mountdennisbia.ca Only candidates selected for an interview will be contacted.