

## **PAPE VILLAGE BIA COORDINATOR**

### **SUMMARY**

The Pape Village Business Improvement Area is one of 83 BIAs in the City of Toronto and represents over 80 businesses along Pape from Mortimer to Gamble. The BIA works to promote economic development in the area, with initiatives that include improving public spaces, beautifying the streetscape, coordinating events, and marketing the area and our member businesses.

### **JOB DESCRIPTION: BIA Coordinator**

The BIA Coordinator, as the only employee of the Pape Village BIA, provides administrative support, customer service and general assistance to the BIA. The individual must be a self-starter and possess strong organizational skills to ensure that priorities are assigned to projects and activities. Reporting to the Board of Management through the BIA Chair (or designate), the BIA Coordinator's responsibilities include, but are not limited to the following:

- Implement programs and policies as approved by the Board.
- Financial management and human resource coordination.
- Establishing and maintaining positive, constructive, and proactive relationships with the BIA members and other stakeholders.
- All administrative functions of the BIA.

### **JOB DUTIES of the BIA Coordinator include the following:**

#### **Administrative**

- Schedule regular BIA meetings and prepare agendas with Board/Committee Chair.
- Prepare and distribute committee minutes or notes, follow-up on issues as required.
- Responsible for regular office operations such as filing, folding, stuffing, and mailing.
- Maintain mailing lists (members, media, committee members, etc).

#### **Communications**

- Frequent communications with BIA members via regular street visits.
- Prepare, produce, and distribute member newsletters.
- Experience in maintaining website and social media platforms ( i.e. add, update, and remove content).
- Assist in the preparation of marketing materials, press releases and other media materials as needed.
- Complete regular street inspections, reporting all issues to 311 or other appropriate parties.

- Liaise with City departments such as: Economic Development Culture and Tourism Department, Works and Emergency Services, Urban Development Services Departments, and other departmental staff as appropriate.
- Liaise with community groups and agencies as needed Streetscape responsibilities.
- Implement and maintain all streetscape, beautification and enhancement programs as directed by the Board.
- Prepare and administer necessary documentation in accordance with the City's Capital Cost Sharing Program.
- Obtain "sign-off" on all relevant documents as required by the city and the BIA; and
- Relay project status to the BIA and organize staff/BIA meetings where appropriate.

### Maintenance and Repairs

- Maintain and monitor all floral programs/BIA assets as directed by the Board.
- Monitor public works and related activities (sidewalk repair, garbage receptacle replacement, garbage collection, hydro infrastructure projects, other physical repairs/improvements) in the BIA, including upcoming METROLINX project.
- Work with the Board to implement the area improvement schedule.

### Promotional Activities

- Coordination of major and minor promotional events as directed by the board. (These events require additional responsibilities leading up to the event in addition to on-site supervision on the day of the event).

### **REQUIREMENTS**

- Post-secondary education is preferred.
- Strong computer skills.
- Must have access to own computer.
- Previous experience managing and organizing a variety of projects.
- Energetic, outgoing, and motivated.
- Committed to community relationship development.
- Excellent verbal and written communication skills.
- Must be able to travel to Pape Village for BIA board meetings, regulate street visits and community events.

### **Job Type & Salary**

- Part-time, up to \$35 per hour.