

## JOB POSTING - Community Consultant

**About Albion Islington Square BIA:** Albion Islington Square Business Improvement Area is a unique shopping district, showcasing a mix of retail shops, including the highest concentration in Toronto of jewellers that specialize in 22 and 24 karat gold and diamond designer jewellery.

The area also boasts a wide range of clothing & textile shops, featuring traditional, casual and exquisite hand-embroidered apparel, salons, skin care and laser centres, food speciality shops, medical services, pharmacies, lawyers, accountants, mortgage specialists, and travel agencies.

### Job Description

The Albion Islington Square BIA is seeking an individual to play a pivotal role in our community / member engagement team. Responsibilities include implementing recommendations and solutions, conducting focus groups, facilitating regular site visits for communication and feedback, devising a long-term engagement plan, offering expertise on programming, conducting community / member surveys, and presenting monthly updates at board meetings with a focus on actionable feedback.

### Responsibilities:

#### 1. Community Engagement:

- Develop and implement strategies to engage with members
- Facilitate regular meetings, workshops, and events to gather input and feedback from stakeholders.
- Promote community involvement and participation in BIA initiatives.

#### 2. Business Support:

- Provide guidance and support to local businesses to help them thrive within the BIA.
- Identify opportunities for business development, marketing, and promotion.

#### 3. Stakeholder Relations:

- Build and maintain strong relationships with local government officials, property owners, and other relevant stakeholders.
- Advocate for the BIA's interests and represent it in external meetings and events.

#### 4. Data Analysis and Reporting:

- Collect and analyze data related to the BIA's performance, community needs, and trends.
- Prepare regular reports on key performance indicators and recommend improvements.

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### Tasks

- Attend Albion and Islington BIA board member meetings
- Conduct a comprehensive analysis of the Albion and Islington community
- Develop research and data collection to understand the goals, objectives, and obstacles of the Albion and Islington community
- Implement recommendations or solutions and ensure the BIA receives the necessary assistance to carry it all out
- Conduct focus groups within the BIA
- Facilitate frequent communication with BIA members through regular site visits to help with issues as well as obtaining feedback
- Create a long term plan for the Albion and Islington BIA to increase community and member engagement
- Provide expertise on suitable programming within the BIA
- Conduct surveys within the community to gain insight on areas of need
- Present monthly updates at board member meetings, implement feedback when necessary
- Assist in community and member engagement for the Fusion of Taste Festival.

### Skills & Qualifications

- Proficiency in Microsoft Office Suite
- Previous BIA experience would be an asset
- Previous experience in consulting
- Previous experience in community development
- Familiarity with Albion and Islington geography
- Excellent verbal and written communication skills

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### Details


Job Type: Part-Time Contract | 3 days in Person

Hours: 24 hours a week (must be available on some Weekends and special events)

Reports To: Albion Islington BIA Coordinator & Board

Deadline to Apply: Friday September 29th, 2023

Please email your resume and cover letter to: [info@albionislingtonsquare.ca](mailto:info@albionislingtonsquare.ca)

 (416) 743-3267

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