

BIA Co-Coordinator job description (part-time hybrid position)

This position requires a self-starting mature individual who can work with a volunteer Board of Directors and strong independent-minded BIA Members to help forge a thriving Long Branch.

The Interim BIA Co-ordinator, as an employee of the BIA¹, provides administrative support, customer service and general assistance to the BIA. The individual must be a self-starter and possess strong organizational and communication skills to ensure that priorities are assigned to projects and activities.

The position is budgeted for 10 hours per week and this will be reviewed after the first three months to determine the workload requirements. In addition, the position will be reviewed annually as part of the BIA's budget approval cycle.

Reporting to the BIA Chair (or designate), the Coordinator's responsibilities include but are not limited to the following:

- Promote the BIA and its Members through proactive social media activities on Facebook, Twitter, Instagram and other social media platforms.
- Implement programs, policies and projects as approved by the Board.
- Co-ordinate payment of invoices and payroll with the Treasurer.
- Establish, encourage and maintain positive, constructive and proactive relationships with the BIA members as well as those non-members whose action can impact the BIA.
- All administrative functions of the BIA.
- Identify grant opportunities to support the activities of the BIA and BIA Member companies.
- Provide project management support to the Lake Shore Santa Claus Parade Committee, apply for parade permits and grants
- Fortnightly visits to individual BIA Members and regular presence in Long Branch.

Job Duties:

Administrative

- Schedule meetings and prepare agendas with Board/Committee Chair.
- Preparation of the BIA meeting minutes.
- Prepare and distribute committee minutes or notes, follow-up on issues as required.
- Responsible for regular office operations such as filing, responding to public inquiries.
- Maintain mailing lists (members, media, committee members, etc.).
- Liaise with City of Toronto officials on behalf of the BIA, including economic development, transportation, solid waste, city planning and other departments.

Meeting Organization

- Reserve appropriate meeting location.
- Make all required physical arrangements including refreshments, seating, etc.
- Contact all required committee members and other interested parties to attend.
- Prepare background materials for the Board Meetings.

¹ This is a part-time position that could be structured as a consulting contract if the successful applicant qualifies as a consultant or owns a consulting company. This position is subject to annual budget approval.

Communications

- Implement social media communications.
- Update the BIA website from time to time.
- Take photographs for use in social media and also develop a database of photos that can be used by merchants and the BIA.
- Prepare, produce and distribute quarterly member newsletters.
- Frequent communications with BIA members via in-store visits.
- Draft materials for distribution to the local community through appropriate media (door-to-door, local newspaper, email, social media, etc.).
- Assist in the preparation of press releases and other media materials.
- Act as liaison with non BIA members such as:
 - Developers, potential developers, property owners
 - Constituency offices, assistants to local elected politicians
 - Members of other BIAs and business associations
 - Community groups and agencies.

Marketing and special events

- Work with the marketing committee to develop communications plans
- Identify opportunities for special events and promotions to increase awareness of Long Branch and individual members
- Support individual BIA members with their promotions and special events

Hours and scheduling of work

- This position is budgeted for ten (10) hours per week. This allocation will be reviewed after three months and this position is subject to budget approval every year.
- As you will be supporting a volunteer Board, some evening work is required for committee and Board meetings.
- Work is generally Monday to Friday although some weekends will be required when special events occur.
- You will be expected to maintain 4 hours of office hours per week with the balance of the time in the community or working off-site.
- This position requires a high profile with BIA Members and you will be required to meet BIA Members at their place of work.

Qualifications

- Excellent verbal and written communication skills
- Motivated, organized and ability to concurrently manage projects and initiatives
- Detail-oriented
- Strong computer and social media skills

To apply for this position please email longbranchbia@gmail.com by February 21st with your Resume and a short covering letter describing your suitability for this position.