

Upper Village BIA - Part Time Coordinator

Job Description

Reporting to the Upper Village BIA Board of Directors, the Coordinator is responsible for helping develop and successfully execute the Upper Village BIA's strategic plan. This includes acting upon the motions of the board.

This position plays a critical role in developing the BIA, driving community initiatives, improving streetscape and economic development, executing programs, managing events and projects, providing customer service, and facilitating communications and stakeholder relations.

Responsibilities

Manage/Support Governance of the BIA

- A) Handle/oversee all matters related to governance of the BIA. Set meetings, prepare agendas, attend meetings, ensure board members are notified of meetings and reminded to attend, distribute minutes for monthly board meetings and regular sub-committee meetings, and act on the decisions made by the Board and sub-committees.
- B) Work with the Board and help create sub-committees to develop and execute our strategic plan, budgets, and work plans
- C) **Work within** our annual budget, monitor, and develop regular financial reports, and support the Treasurer while ensuring transparency. Preparing cheques, paying bills, bookkeeping, reporting monthly financials to the Board, developing next year's annual budget and preparing documents for the annual audit
- D) Organize information to the satisfaction of the Board of Directors and attend the Annual General Meeting
- E) Attend appropriate TABIA meetings and seek out other relevant meetings and networking events as a representative of the Upper Village BIA
- F) Project Management skills are a requirement
- G) Liaise with City of Toronto staff with respect to BIA governance and soliciting their help

Oversee BIA Office

- A) Collect, organize, update and store BIA documents and media
- B) Act as the contact person for the BIA. Answer phone and email inquiries, and follow-up as required.
- C) Maintain accurate updated business directory, mailing lists, and records of streetscape assets
- D) Onboard new business members (describe the BIA, exchange contact information, etc.)

- E) Supervise and report to the Board of Directors contractor workmanship, support staff, interns and volunteers
- F) Keep a positive relationship with all merchants and report any comments, suggestions, or concerns to Board of Directors
- G) Must be technically savvy, manage and update the Upper Village website, social media with the aim to inform and attract increased foot traffic to the Upper Village. Must have working knowledge of MSOffice, Google Suite, Adobe CS administrative tools.
- H) Liaise with stakeholders such as the community and government officials, attend meetings and report activities as needed

Grants

- A) Research grant opportunities
- B) Ideate and execute grant applications
- C) Manage contractors hired to execute grant projects
- D) Ensure timely execution of grant projects and assess project success
- E) Liaise with grant providers and prepare any documentation they require (e.g. final report)
- F) Connect business members to grants available to them and facilitate their applications

Communication and Public Relations

- A) Assist in preparation of weekly/monthly internal and external communication items
- B) Liaise with BIA membership and various stakeholders on a weekly/monthly basis
- C) Engage in business and community outreach relevant to the strategic plan
- D) Research, develop and recommend public relations plans and programs including media coverage; and direct, coordinate and monitor execution of approved plans and programs
- E) Assist in the establishment of inclusive, positive, constructive, and proactive relationships with BIA members and non-member stakeholders
- F) Create Agenda, Maintain Minutes and keep an organized electronic filing system
- G) Public speaking skills are considered an asset

Marketing/Events

- A) Along with the direction of the Marketing/Events Committee, explore new initiatives that help promote the Upper Village neighborhood
- B) Plan, promote, and execute Upper Village signature events, as well as facilitate participation with City-wide events
- C) Liaise with City of Toronto to ensure all proper permits have been submitted and event guidelines are being followed
- D) Engage local business owners and BIA members to participate in the various events and marketing opportunities
- E) Oversee social media activities to ensure communication consistency and relevance

- F) Oversee the design, creation and production of marketing materials
- G) Obtain sponsorship for BIA promotional events and projects

Streetscape and Involvement in Capital Projects

- A) Along with the direction of the Streetscape Committee, submit any capital cost share requests on a yearly basis
- B) Execute requests and vision set out by Streetscape Committee
- C) Liaise with City of Toronto to roll out streetscape initiatives brought forward by committee
- D) Monitor all area-related Public Works and City-ordered area improvements, attend meetings, participate in consultations, survey stakeholders, and distribute information/updates as needed.
- E) Continue to develop the BIA's Streetscape Beautification and Maintenance program, working closely with stakeholders
- F) Prepare and recommend positions and actions on issues affecting the BIA
- G) Oversee maintenance, beautification, and seasonal decoration strategies
- H) Manage Grants and transparency to the satisfaction of the Board and Government sponsors

Prioritizing

Situational changes, such as increased involvement required to coordinate major Public Works (e.g. Crosstown LRT, CreateTO, Eglinton TToday), may result in the inability to accomplish all tasks listed above. In this event, the coordinator must establish priorities with the guidance of the Board of Management.

OUR VISION

Building a thriving beautiful inclusive shopping community to be a destination of choice.

Please include a cover letter with your resume (no longer than two pages) stating your interest and any connection to our community.

Contractor annual base range \$20,000 plus bonus

Submit your interest to:



Upper Village BIA Hiring Committee

hello@uppervillageto.com