

JOB POSTING - ALBION ISLINGTON SQUARE BIA: 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 energetic part-time community consultant who will work with all aspects of community outreach in the Albion Islington Square BIA. The successful candidate will be a self-starter and will be responsible for assisting with a range of community engagements, marketing, and communications for the AISBIA, understand the dynamics of the unique neighbourhood, be able to work with minimal supervision and collaborate effectively with the Albion Islington BIA Coordinator. The ideal candidate will have previous BIA and marketing experience.

Requirements

- Knowledge in all aspects of the digital media landscape including, website development, social media, advertising, inbound/outbound marketing, tracking, analytics, and reporting.
- Critical thinking, strong decision making and ability to organize.
- Website development experience
- Community engagement experience.
- Excellent interpersonal and time management skills.
- Strong communication skills both oral and written.
- Comfortable working independently and collaboratively by reporting to the AISBIA Coordinator.
- Comfortable building a rapport and visiting AISBIA businesses in-person, door to door, and virtually.
- Photography and photo editing skills for web and social media use.
- Ability to create impactful content while staying aligned with the Albion Islington branding.
- Willingness to work flexible hours, including some evenings, weekends and special events as required by the AISBIA Coordinator / AISBIA Board.
- Experience in the Business Improvement Area industry is an asset.
- Familiarity with the Albion Islington BIA neighbourhood and businesses is an asset.

 (416) 743-3267

 925 Albion Road Unit 100

 info@albionislingtonsquare.ca


JOB POSTING - SOCIAL MEDIA COORDINATOR

Tasks

- Maintain AISBIA community engagement and social media platforms, website, and newsletter
- Develop AIS BIA's new website
- Engage with the local AISBIA businesses on a weekly basis, in-person and virtually
- Identify opportunities to increase membership/ local business participation to improve the AISBIA board, subcommittees, and overall business improvement area environment.
- Manage all social media platforms (Instagram, Facebook, Twitter, TikTok, LinkedIn).
- Create promotional and on-site digital content for all events and festivals.
- Preparing and presenting monthly reporting on all social media initiatives.
- Respond to inquires on social media platforms and email.
- Develop, write and edit content for weekly newsletters
- Attend sub-committee meetings and board meetings of the AISBIA as required.
- Administrative assistance with meeting minutes, grant writing, etc.
- Assist in creating content for AISBIA branded events, meetings etc.
- Collection of all AISBIA content and sharing of events/news etc from businesses and associations.
- Creating Ad campaigns to help drive more foot traffic to the BIA.
- Maintain communication and a positive relationships with BIA members and other associates of the BIA.
- Assist in improving public perception of BIA among business owners, employees and community members.
- Maximizing outreach by content from other venues and associations in the market and from the AISBIA website.
- Ensure pages are embedded with SEO tools (back linking to website, consistent tags etc)
- Provide additional support for additional task as requested by the Albion Islington BIA Coordinator.
- Other tasks as assigned

Skills

- Social Media Management (Content Calendars, Paid Ads etc.).
- Excellent oral and written communication skills.
- Proficiency in Google Workspace.
- Graphic design knowledge (Canva or Adobe Illustrator).
- Website development experience working with Wix/ WordPress/ Square Space.
- Working knowledge of CRM systems is an asset.
- Google Adwords | Google Business | Gsuite | Facebook Business | Google Analytics | Tag Manager | Instagram | Twitter | Hootsuite | Microsoft Suite | Mac Suite | Adobe Creative Suite preferred.

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Details

Job Type: Part-Time Contract (12 Months)

Salary: \$2,500/ Month


Hours: 24 hours a week, 3 days total (must be available to work in-person 2-3 days a week)

Reports To: Albion Islington BIA Coordinator & Board of Directors


Location: In person @ 925 Albion Road

Deadline to Apply: Friday December 6th, 2024

Please email your resume and work portfolio to: aisbiacommunications@gmail.com, and CC: infoalbionislingtonsquare@gmail.com and pnkhatri2000@yahoo.com

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