



Upper Village Business Improvement Area

BIA Coordinator (Part-Time Position)

Application Deadline: Sunday, March 16th, 2025, at 5:00 pm EST

Pay Rate: \$25/hour

Term: Part-Time, 20 hours per week (Primarily remote with some in-person visits to the Upper Village neighbourhood).

Location: Upper Village BIA – Spanning along Eglinton Avenue West, from Allen Road to Bathurst Street, Toronto (Preference to live nearby but not a requirement).

Overview:

Are you a highly organized, proactive professional with a passion for community development? The Upper Village BIA is seeking a dedicated **BIA Coordinator** to help support our initiatives, programs, and stakeholder engagement efforts. This is an exciting opportunity to play a key role in enhancing one of Toronto's vibrant business districts by executing projects that promote local businesses and strengthen community ties.

About Us:

The **Upper Village Business Improvement Area (BIA)** represents a diverse and thriving commercial district along **Eglinton Avenue West, from Allen Road to Bathurst Street**. We are dedicated to enhancing the neighbourhood's economic vitality through strategic marketing, community engagement, and public space improvements. Our initiatives are funded through a special levy on commercial real estate within our boundaries.

Key Responsibilities:

Program & Event Coordination

- Assist in planning and executing community programs, events, and promotional initiatives aligned with the BIA's strategic goals.
- Support the implementation of seasonal and tactical programming that enhances local business visibility and engagement.
- Coordinate vendors, partners, and stakeholders to ensure successful event execution.
- Attend and represent the BIA at meetings and community engagements when required.

Stakeholder Engagement, Marketing, & Communications

- Serve as a primary point of contact for businesses within the BIA, addressing inquiries and providing support.
- Maintain strong relationships with local businesses, community groups, and municipal stakeholders.
- Assist in member outreach, gathering feedback, and communicating important updates.
- Maintain the BIA's website, social media platforms, and email lists to ensure accurate and timely information sharing and enhance digital outreach.
- Assist with marketing campaigns, including procuring design work and developing promotional materials.
- Report back to the Upper Village BIA Board of Directors at scheduled monthly meetings.

Administrative Support

- Support the development of promotional materials and marketing efforts for BIA programs.
- Oversee maintenance, beautification, and seasonal decoration strategies.
- Apply for and manage various grants ensuring timely execution and assess project success.
- Maintain organized records and reports to track engagement and program effectiveness.
- Assist in managing budgets, reports, and documentation related to projects and initiatives.
- Draft budget proposals for review and ensure projects stay within budget.
- Undertake purchasing according to the BIA's purchasing policy and conduct necessary inspections.
- Set meetings, prepare agendas, attend meetings, and distribute minutes.

Qualifications:

- Previous experience in community development, event coordination, or non-profit organizations preferred.
- Experience working with a BIA or municipal organization is an asset but not required.
- Strong organizational and project management skills with the ability to work independently.
- Excellent written and verbal communication skills.
- Ability to engage and collaborate with a diverse range of stakeholders.
- Comfortable working remotely while making occasional site visits within the Upper Village BIA.

- Proficiency in Microsoft Office, Google Suite, social media platforms, and digital communication tools.

What does the Upper Village BIA have to offer?

With the opening of the Eglinton Crosstown LRT on the horizon, this represents a vital opportunity to reanimate the Upper Village neighbourhood. The area will soon experience a major increase in foot traffic requiring a strategic plan for our local businesses. As a **BIA Coordinator** you will be granted the opportunity to contribute meaningfully to a dynamic commercial district while working in a flexible, community-focused environment. This role is ideal for a self-starter looking to gain experience in urban economic development, event planning, and business support initiatives.

Application Process:

If you are interested in this opportunity and meet the qualifications, we encourage you to apply!

To apply, submit your cover letter and resume with the subject line "Coordinator Application – (Your Full Name)" to hello@uppervillageto.com by **5:00 pm EST on Sunday, March 16th, 2025**.

For any further inquiries, please contact hello@uppervillageto.com.

Start Date: Monday, March 31st, 2025

