

COLLEGE PROMENADE

Job Title: BIA Administrative Coordinator

Location: College Promenade BIA, Toronto, ON

Job Type: Contract: Part-Time (Approximately 15 hours a week)

Compensation: \$17-22k a year (Based on experience)

About the College Promenade BIA

The **College Promenade Business Improvement Area (BIA)** represents a dynamic community of businesses along College Street between Shaw Street and Havelock Street. Our mission is to enhance the local economy, create engaging public spaces, and foster a strong sense of community through strategic marketing, events, and beautification initiatives.

Position Overview

The College Promenade BIA board is looking for an **Administrative Coordinator** who is a self-starter, proactive, and a go-getter. You should have strong communication skills, organizational skills, basic website maintenance abilities, and basic bookkeeping skills. BIA/city knowledge or previous experience is a bonus.

As the **Administrative Coordinator**, you will play a key role in ensuring the smooth day-to-day operations of the organization by providing administrative support across various areas. This role includes organizing meetings, maintaining communication with stakeholders, assisting with event administration, streetscape vendor management, including bill payments, supporting grant writing efforts, and contributing to other key organizational activities. In this role, you will keep the wheels turning — ensuring projects move forward with clarity, consistency, and care. You thrive on keeping the pace — moving projects from planning to execution with a steady rhythm and purpose.

Although there is work that can be done from home, there is an expectation to attend in person meetings and events, a monthly walk through for asset management, in person visits for new businesses, confirmation of work completed by vendors, etc.

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Key Responsibilities

- Meeting Coordination & Minute-Taking
 - Organize and coordinate Board Meetings, committee meetings
 - Take accurate meeting minutes, track action items for follow-up utilizing applicable systems, and where applicable completing action items
 - Annual General Meetings (AGM) preparation and execution
 - Assist in planning, organizing, and executing the Annual General Meeting, including venue coordination, communication with attendees, and ensuring proper documentation and reporting.
- Stakeholder Coordination
 - Act as a point of contact for internal and external stakeholders, ensuring smooth communication and coordination of projects and activities.
 - Noting that some issues may be beyond scope of the BIA but attempting to direct inquiries to appropriate City departments, elected officials, etc.
 - Attend TABIA meetings, and relevant community meetings
- Committee Meeting Support
 - Provide logistical and administrative support for committee meetings, including scheduling, preparing agendas, tracking committee-related tasks, and when applicable completing related tasks
- Treasury / Financial Organization
 - Reconciling expenses and payments made by the BIA
 - Assisting with basic financial / banking functions
 - Reporting monthly to the Board the banking activity
 - Preparing records for the auditor for year end financial audit
 - Preparing the yearly budget for the AGM
- Event Administration Support
 - Assist with event administrative logistics
 - ***Note: The role does not involve leading large scale events or event curation but supporting successful execution and organization from an administrative perspective*

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- Vendor Management: Streetscape Beautification
 - Coordinate with third-party vendors related to the Streetscape Beautification initiatives, ensuring timely communication, document management, and tracking of project progress
 - Includes a monthly detailed walk through noting deficiencies
- Grant Writing Support
 - Provide administrative support for grant writing, preparing application materials, and maintaining status updates
- Mural Artist Open Call Applications
 - Assist in the management of mural artist open calls, including preparing and distributing application materials, managing submissions, and communicating with applicants.
- Drafting RFPs (Requests for Proposals)
 - Support the creation and distribution of Requests for Proposals for various projects and services.
- Email and Communication Management
 - Monitor and respond to general inquiries via the organization's email, ensuring timely and professional communication.
 - Support the Board of Directors by managing and responding to their emails and requests as directed.
 - Support with Newsletter communication on a monthly basis with Marketing Specialist
- Database Updates
 - Provide a bi-monthly website update to be applied with new business openings and closings
 - Add new email addresses and contact information to appropriate database programs (email lists, newsletter program, etc.)
 - Updates of BIA Assets to appropriate tracking systems to ensure a state of good repair
- Support with Special Programs: *i.e. CafeTO*
 - Share opportunities with applicable stakeholders or BIA Members
 - Liaison with the appropriate City departments, vendors, etc.

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Important Skills

- **Community Building:** You enjoy fostering genuine connections and contributing to a welcoming, engaged environment — both in person and online.
- **Collaborative & Independent:** You're comfortable working independently, but also thrive in a team setting where ideas and responsibilities are shared.
- **Authentic Communication:** You communicate with kindness, clarity, and honesty — always rooted in respect and care.
- **Self-Motivated & Receptive:** You take initiative and are confident making decisions, while also being open to feedback and direction.
- **Multi-Tasker with Versatility:** You can wear many hats and shift gears with ease in a fast-paced, dynamic setting.
- **Strong Organizational Skills:** You're able to manage time, tasks, and details efficiently — keeping things running smoothly and on schedule.
- **Detail-Oriented:** You bring care and precision to everything you do — from organizing meetings to managing admin.
- **Tech-Comfortable:** You're confident working on a computer and navigating a variety of digital tools and platforms.
- **Inclusive & Open-Minded:** You're committed to creating an environment that celebrates and respects people of all genders, races, body sizes, abilities, and sexual orientations.

How to Apply

Submit your **resume** and a **brief cover letter**. Include your **proposed hourly rate or salary expectations**.

Send applications to: collegepromenadechair@gmail.com with the subject line *Administrative Coordinator*

Deadline to apply: **Thursday, July 31st at 5 pm**
