



**Upper Village Business Improvement Area BIA Coordinator (Part-Time Position)**  
**Application Deadline:**

- **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.

**Key Responsibilities:**

- Program & Event Coordination
- Stakeholder Engagement, Marketing, & Communications
- Administrative Support

**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.

**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](mailto:hello@uppervillageto.com) by 8:00 pm EST on Sunday, **August 10th, 2025**.

**For any further inquiries**, please contact [hello@uppervillageto.com](mailto:hello@uppervillageto.com)

**Start Date:** As Soon As Possible