



## **Professional Services Contract**

The Weston Village Business Improvement Area (WVBIA) is hiring.

**Job Title: WVBIA Coordinator**

**Location: Weston Village (Toronto)**

**Term: August 2025 to December 2026**

**Duration: 17 months**

**Compensation: Commensurate with experience and duties**

**Report to: WVBIA Board Executive**

**Hours: As required.**

**Please apply if you are:**

- Energetic
- Outgoing
- A Self Starter

This position is perfect for you if you live and/or work in the immediate geographic area and has a solid knowledge of Weston. This position will require in-person, on-

site presence in the Weston Village BIA catchment area for most of the work duties. You will be required to call upon existing networks to create positive relationships and take the initiative to meet and build relationships with the members of the WVBIA and the broader Weston Village community. It is the expectation of the WVBIA that the coordinator will be on site, in person at WVBIA-sponsored events, meetings and community events, as directed by the Board.

## **Summary of Duties**

### **Administration**

**Record Keeping:** Support and attend Board meetings – minute taking and obtaining Board approval of minutes in a timely manner consistent with BIA by laws. Ensure all sub committees submit written report in a timely fashion for circulation prior to Board meetings. Maintain updated board and members' contact information using software.

**Accounts Payable:** Review invoices and maintain up to date accounts for the Treasurer. Prepare monthly summary with 2025 approved budget. Be accountable for timely processing of invoices.

**General:** Keep up to date on correspondence – emails, letters, general enquiries and monitor social media for information relevant to the WVBIA; Coordinate the WVBIA social media platforms. Coordinate the schedules of seasonal workers and keep a weekly work log. Document work using photos, notes on priority work as directed by the Board. Assist the Board with the planning, preparation, and implementation of the 2025 Annual General Meeting.

### **Member Engagement**

**Outreach:** Provide proactive, in-person engagement with the members of the WVBIA to communicate and encourage members' participation in WVBIA priorities and programs. Document and track in a task tracker (excel) all feedback/comments of members engagement. Visit WVBIA members to meet monthly targets. Work to make members aware and participate in WVBIA priorities (example: Clean Streets program). Follow up and promote WVBIA to members through regular contact. Enhance the reputation of the WVBIA with members to increase members' attendance and involvement at WVBIA meetings and participation in sub committees as members-at-large.

**Communications:** Prepare all communications in draft and incorporate Board Executive feedback and approval prior to distribution on WVBIA platforms – website,

Instagram, FB. Prepare and maintain up to date Holding Statements on priorities of the Board to use in communications with members and the public.

### **Overview: Work Plan Priorities**

1. Implement Clean Streets Program: schedules, document deficiencies, steward member engagement in Clean Streets program.
2. Beautification: support working group Board members in the multi faceted beautification program for 2025.
3. Members Engagement: bolster connections and meaningful engagement with WVBI members using tools such as in person interviews, surveys, questionnaires.

All work activities require collection of metrics against work plan deliverables.

Other duties as directed by the Board.

### **Qualifications**

College or University Degree in a related field or equivalent work experience.

Experience working with Associations, Not-for-Profit or BIA organizations.  
Knowledge of City of Toronto bylaws and Municipal Licensing Standards.

Strong literacy in MS office, Mail Chimp and Canva, Survey Monkey. Social media literacy. Excellent verbal and written communication skills. Proven Time Management. Flexibility and Adaptative. Exceptional interpersonal communication skills.

### **Compensation**

This is a contract position based on a monthly retainer fee plus HST. Invoices are approved by the Board at month's end and paid within 30 working days. Workload and hours will vary from month to month depending on work plan and priorities of the WVBI Board. Either party can terminate the contract with 30 days written notice. The contractor will keep detailed notes on work completed each month, number of hours and submit the monthly work summary with each invoice.

**Applications are welcome until July 31, 2025. Only candidates selected for interviews will be contacted.**

**Submit application and resume to: [admin@westonvillagebia.com](mailto:admin@westonvillagebia.com)**