



Job Posting: Trinity Bellwoods on Dundas BIA Coordinator (Part-Time)

Location: Toronto, along Dundas Street West between Grace & Bathurst / Remote Work

Compensation: \$23/hour

Hours: 20 hours per month + additional hours as needed. Flexible schedule (some evenings/weekends required).

Contract: 1-year contract with possibility of renewal

About the Role

The Trinity Bellwoods on Dundas Business Improvement Area (BIA) is seeking a highly organized and community-oriented Coordinator to support its operations. Reporting to the Chair and working closely with the board, local businesses, and key stakeholders, the Coordinator plays a central role in maintaining and enhancing the vitality of the Trinity Bellwoods on Dundas business community.

This is a part-time, one-year contract position with the possibility of renewal. The role involves a combination of remote and on-site work.

Key Responsibilities

- **Weekly Street Scan:** Walk the BIA to connect with businesses, as well as note openings/closures. Identify any issues of concern (e.g. broken trash bins, litter) and report accordingly.
- **Attend Biweekly call with Toronto Association of Business Improvement Areas:** Take notes and relay updates, news, and grants to the board
- **Coordinate Monthly BIA Meetings:** Prepare agendas, send invites, take minutes, follow up on action items
- **Maintain Membership Directory:** Update website listings and google contacts with new or closed businesses
- **Social Media Engagement:** Regular posts and interactions to promote member businesses and BIA events
- **Bookkeeping Support:** Track and categorize invoices/expenses, meet weekly with the Treasurer, assist in bookkeeping, annual audit prep and budgeting
- **General Administration & Projects:** Monitor and respond to the BIA inbox. Work on special BIA initiatives as needed

Qualifications

- Excellent communication and interpersonal skills

- Organized and detail-oriented; able to work independently
- Comfortable using digital tools, spreadsheets, and social media
- Basic bookkeeping skills or experience working with budgets
- Knowledge of the Tribell on Dundas neighbourhood and local business community is a strong asset
- Previous experience with a BIA is a strong asset

To Apply

To apply, please email your resume and a brief cover letter outlining your interest and relevant experience to tribellondundas@gmail.com by Aug 25,, 2025. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

We welcome applicants from all backgrounds and encourage those passionate about local business and community development to apply.