



## **The Eglinton Way BIA - Assistant Coordinator**

*Part-Time Contract (12 months, with potential for extension)*

*25 hours per week | \$27/hour | Flexible schedule required for evenings and weekends*

### **About Us:**

The Eglinton Way Business Improvement Area (BIA) represents over 200 businesses in the vibrant Eglinton and Avenue area of midtown Toronto. Our mission is to promote this neighborhood as a premier shopping district and a lively place to live, work, browse, stroll, eat, and enjoy all that midtown Toronto has to offer. We are dedicated to enhancing the local business environment and fostering a sense of community.

### **Position Overview:**

We are seeking an energetic, entrepreneurial and self-motivated Assistant Coordinator to support the Office Manager in executing a variety of BIA projects and day-to-day tasks. The ideal candidate will possess strong organizational, time management, and communication skills, along with exceptional writing abilities suitable for diverse formats, including press releases, newsletters, and formal correspondence. In this role, you will thrive in a fast-paced environment, utilizing your strong multi-tasking and problem-solving skills. Your contributions will directly support our mission, vision, and strategic direction.

### **Key Responsibilities:**

#### *General Administration*

- **Meeting Coordination:** Schedule meetings, prepare agendas, and compile relevant documentation for discussion.
- **Minutes & Reporting:** Attend meetings, record, and draft accurate meeting minutes; prepare reports for Board consideration.
- **Communication Updates:** Draft and send bi-weekly updates to the Board of Management, ensuring transparency and timely information flow.
- **Operational Support:** Follow office administrative procedures, establish work priorities, and ensure deadlines are met.
- **Financial Oversight:** Assist in the preparation of the operating budget, monitor monthly spending, and maintain budgetary controls.
- **Data Management:** Assemble data and prepare periodic reports, maintain the BIA asset register, and update databases and records.
- **Grant Applications:** Assist in the preparation of grant applications to secure funding for various initiatives.
- **Issue Tracking:** Assist with monitoring BIA concerns and track relevant issues with organizations such as 311, Toronto Parking Authority, and local councillors.

#### *Communications & Outreach*

- **Member & Community Communication:** Prepare, produce, and distribute member and public newsletters, ensuring ongoing engagement and information sharing.

- **Relationship Building:** Support regular communication with BIA members through emails and site visits, proactively fostering a supportive business community.
- **Community Engagement:** Support existing relationships with local residents' associations and other stakeholders to strengthen community ties.

### Operations

- **Event Planning:** Assist with the planning and execution of events, projects, and activities, such as street festivals and strategic marketing campaigns.
- **Logistical Coordination:** Assist with the logistics of events, including permit applications, barricade and supply set-up, schedules, and volunteer coordination.
- **Promotion:** Create engaging press releases for events and assist with managing promotional efforts across various channels.
- **Digital Presence:** Manage the BIA website and business listings; assist with design and production of marketing materials using Canva and Adobe Creative Cloud Suite.
- **Social Media Management:** Actively manage and update social media accounts (Facebook, Twitter, Instagram) to promote events and engage with the community.

### Qualifications:

- **Education:** Post-secondary education in business, marketing, communications, economic development, administration, or a related field.
- **Experience:** Minimum of 3 years experience in a related work field.
- **Communication Skills:** Exceptional written, presentation, and verbal English communication skills.
- **Personal Attributes:** Responsible, adaptable, self-starter, resourceful, personable, and detail-oriented.
- **Interpersonal Skills:** Highly developed interpersonal skills for effective collaboration with staff, board members, local businesses, and community members.
- **Independence:** Ability to work independently on tight deadlines with minimal supervision.
- **Integrity:** Act with tact, discretion, and confidentiality while maintaining a high level of integrity and work ethic.
- **Technical Proficiency:** Familiarity with Gmail, Microsoft Office Suite, OneDrive/Google Drive, Zoom, Mailchimp, Canva, Adobe Creative Cloud Suite.

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### Additional Skills *(Preferred but not required)*:

- Knowledge of the local community and its businesses.
  - Experience working with Business Improvement Areas (BIAs) and/or in municipal/non-profit environments.
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### Application Process:

All interested candidates should submit a resume and cover letter to [info@theeglintonway.com](mailto:info@theeglintonway.com). The job posting will remain open until filled. Only shortlisted candidates will be contacted; no phone calls please. Only candidates selected for an interview will be contacted.