



GREEKTOWN ON THE DANFORTH

SCHEDULE A – MANAGER JOB DESCRIPTION AND DUTIES

POSITION DUTIES:

Administrative:

- Maintain and update our membership database and directory with new and closed businesses
- Prepare, submit and follow up on all city-related permits and paperwork
- Monitor e-mail and phone messages and reply accordingly
- Accurately maintain BIA files and records
- Track and categorize invoices/expenses per budget and prepare for bookkeeper
- Coordinate with bookkeeper to prepare monthly statements and send them to Treasurer for review
- Prepare RFQs when needed and present to Board/Chair as needed

Meeting Organization:

- Schedule meetings, prepare agendas with Board/Chair and contact all required members to attend
- Record meeting minutes
- Prepare and distribute committee minutes or notes, follow-up on issues as required
- Coordinate and help run the Annual General Meeting
- Make all required physical arrangements including refreshments, seating, etc.

Communications:

- Update BIA website with Marketing & Events Coordinator and facilitate social

- media activities as directed by Marketing Committee
- Prepare, produce and distribute member newsletters as directed by the Board/Chair and in coordination with the Marketing Committee
- Regularly communicate and visit with BIA members throughout the year
- Draft materials for distribution to the local community through appropriate media (print, web, etc.) in coordination with Marketing Committee
- Liaise with federal, provincial and municipal government representatives, City of Toronto officials and community representatives
- Attend TABIA Interdepartmental Meetings monthly and liaise with TABIA office as appropriate, take notes and relay updates, news and grants to the Board/Chair
- Prepare press releases and other media materials as directed by your Board/Chair

Capital:

- Prepare and administer necessary documentation in accordance with the City's Capital Cost Sharing Program when appropriate
- Find, research, prepare and administer documentation in accordance with any Municipal, Provincial or Federal Grants

Maintenance and Repairs:

- Weekly street scan to identify any issues of concern and report accordingly
- Monitor all streetscape programs and permits as directed by the Board
- Monitor public works and related activities in the BIA (sidewalk repair, hydro infrastructure projects, other physical repairs/improvements)
- Explore potential area revitalization projects
- Work with Metrolinx, the City, the Board and Small Business regarding issues and concerns

Promotional Activities:

- Coordination of community events as directed by the BIA (events may require additional responsibilities leading up to the event in addition to on-site supervision on the day of the event – some evenings/weekends are required)
- Work with Marketing & Events Coordinator to implement marketing plan as outlined in marketing plan report and as directed by Board/Chair
- Obtain all permitting and permissions needed to execute event planning
- Ensure BIA projects include activities that will promote all businesses



GREEKTOWN ON THE DANFORTH

EMPLOYMENT OPPORTUNITY: **MANAGER**

The GreekTown on the Danforth BIA is looking for a MANAGER.

Expected Start Date: ASAP

Salary: **Dependent on knowledge and expertise of Grant Applications**

This is a FULL-TIME position working **40 hours a week**, and you will be required to be on-site in the area. The office is located at 452A Danforth Avenue. The BIA MANAGER position is a hybrid operations and marketing management role. The ideal candidate is very organized, creative, and good at problem solving. They are passionate about meeting, communicating with, and understanding the small businesses in our area and are committed to building relationships in our community.

RESPONSIBILITIES:

- Prepare, submit and follow up on all city-related permits, grants, and paperwork
- Coordinate with the bookkeeper and treasurer to prepare monthly financial statements
- Schedule meetings, prepare agendas alongside the Board/ Chair
- Record meeting minutes, prepare and distribute notes, follow-up on issues, and organize committee meetings
- Liaise with federal, provincial and municipal government representatives, City of Toronto Officials and community members
- Coordinate BIA streetscape programs including beautification and capital projects
- Attend TABIA Interdepartmental Meetings monthly and liaise with TABIA office as appropriate, take notes and relay updates, news and grants to the Board/Chair

- Maintain and update website
- Create and maintain a database of all business email addresses and contact information
- Grow and elevate the BIA's social media presence

Promotional Activities:

- Regularly communicate and visit with BIA business owners throughout the year
- Create and promote a calendar of local events
- Coordination of community events as directed by the BIA (events may require additional responsibilities leading up to the event in addition to on-site supervision on the day of the event)
- Obtain all permitting and permissions needed to execute event planning
- Ensure BIA projects include activities that will promote all businesses
- Manage all incoming communications, including email, telephone, and mail
- Draft materials for distribution to the local community through appropriate media (print, web, socials) in coordination with the board

Position Details:

- Full Time Salary – 40 hours per week
- Compensation dependant on knowledge of grants
- 3 weeks vacation at employee's discretion, with approval of the Chair

Please review Schedule A for a more complete job description and duties list.

How to apply: Interested applicants can apply by sending their cover letter and resume to bia@greektowntoronto.com or apply through Indeed.

We thank all those interested in applying. Only those selected for an interview will be contacted. Please direct any questions to bia@greektowntoronto.com