



Office Assistant and Event Coordinator

Duke Heights Business Improvement Area (DHBI) represents an association of over 2,500 businesses. Our mandate is to promote the area, support the local BIA businesses, invite investment and development, and create growth.

Duke Heights Business Improvement Area (DHBI) is looking for an **Office Assistant and Event Coordinator** to join their BIA team. The selected individual will provide office administrative support, be the primary lead organizer for DHBI community event/project planning and oversee the security mobile services in the BIA area. The individual must be a highly motivated self-starter, possess strong communication and organizational skills, able to multi-task and perform well in a team environment.

The **Office Assistant and Event Coordinator** will work and report directly to the Executive Director and main responsibilities will include:

DHBI Office Operations

- Responsible for daily office related communications including telephone and email inquiries, etc.
- Coordinate and schedule DHBI Board of Director and Committee meetings.
- Assist in the preparation and distribution of mailings, meeting agendas, minutes and associated reports for Board of Director and Committee meetings.
- Liaise with BIA Business Members, Stakeholders and Municipal, Provincial and Federal Government representatives as required.
- Attend external meetings and events related to the BIA.
- Research grants for existing and new BIA Programs and initiatives.
- Maintain office and programming expenses within the set annual budget throughout the year.
- Effective project tracking, budget monitoring and reporting.
- Maintain BIA Business Member, Stakeholder and Committee lists.
- Assist with marketing and outreach activities.
- Assist with AGM preparation and Annual Budget.
- Adhoc activities as required.

Security Liaison and Reporting

- Primary liaison with Mobile Security Officer(s).
- Monitor and oversee the daily security incident reports and communications.
- Responsible for security casework management and reporting to 311 Toronto.
- Maintain accurate records and daily log of security incident reports and list of BIA businesses registered for DHBI security services.
- Compile and provide a monthly and end of year Security Report, complete with incident statistics, KPIs and status of resolved and outstanding security information.
- Provide regular outreach and engagement to DHBI Businesses in matters pertaining to Security initiatives or other BIA Services.

DHBIA Events and Projects

- Primary lead in the planning, managing and implementation of DHBIA annual events and projects.
- Responsible for advancing new BIA events ideas that support DHBIA objectives and future direction.
- Establish a competitive event budget plan and track event expenses and invoices.
- Secure event venue, City permits, EMS, and Security personnel as required.
- Reserve BIA vendors, activities, entertainment and music required for each event.
- Source and coordinate the delivery of rental equipment, audio, staging, tents, tables, chairs etc.
- Business Member outreach and engagement to promote participation in BIA events/contests.
- Work with Communication Manager to create event flyer and social media content.
- Engage with Businesses, Stakeholders for sponsorship and City grant opportunities.
- Coordinate and supervise the on-site delivery, set-up, pick-up and clean-up before/on event day.

Qualifications

- Post Secondary Degree or equivalent.
- 2+ years work experience.
- Excellent communication skills including written, verbal and interpersonal skills.
- Strong administration, organizational and planning skills.
- Budget and Financial reporting experience.
- Demonstrated experience in planning and managing of events required.
- Motivated self-starter able to work with minimal supervision and within a Team environment.
- Proficient in Microsoft Office (Outlook, Word, Excel (Spreadsheets/Charts, PowerPoint etc.).
- BIA and Municipal experience an asset.
- Proposal and Grant writing experience an asset.

Job Title: Office Assistant and Event Coordinator

Full-Time Position: 35 hours per week

(Evening and Weekend availability is required for BIA events/meetings)

Location: In Office

Contract: 1 Year

Salary: \$50,000 - \$55,000

Interested applicants are requested to submit a cover letter and resume to info@dukeheights.ca with subject line “DHBIA – Office Assistant and Event Coordinator” by 4:00 pm on September 19th.

We thank all applicants in advance for their interest.