



Public Realm Coordinator

Position Overview

The Queen Street West BIA is seeking a passionate and results-driven Streetscape and Public Realm Coordinator to support our streetscape efforts and strategize and execute on public realm improvements. In addition, the position will support our BIA by creating a safe and thriving business environment for our member businesses through advocacy on issues related to crime and safety, transit and community building.

Start Date: November 10th, 2025

Remuneration

- Part-time: 15-20 hours/week
- \$25/hr
- Remote & On-Site

Responsibilities

- Leads cleanliness audits, maintenance tracking, and coordinates with street level vendors on weekly and monthly maintenance of the BIA and for members
- Support the building of the streetscape masterplan and other key City led infrastructure and public realm improvements such as parks and street improvements ie. John Street
- Manage and lead CafeTO execution including attracting new businesses and liaison with the City.
- Build and maintain accurate list of BIA assets and inventory and identify areas of opportunity for improvement, repair or maintenance with BIA Office
- Supports relationship with Metrolinx and leads key marketing initiatives and advocacy including attending monthly CLC meetings
- Supports crime and safety prevention and advocacy for the QSW BIA including attending CPLC meetings and building relationships with local stakeholders and Toronto Police
- Support with events as needed for the BIA

Skills & Qualifications

- 1 - 2 years of experience working with BIAs and/or non-profit organizations or related field.
- Strong organizational/project management skills and be able to manage multiple priorities while being agile to adapt and troubleshoot
- Attention to detail, setting and meeting deadlines
- Strong interpersonal and communication skills to interact with various stakeholders including vendors, member businesses, partners and the City
- Ability to work both independently and collaboratively in a fast-paced environment
- Passion for local business, urban planning and community building

To Apply:

- Submit your resume to info@queenstreetwest.ca by **October 17th, 2025 at 5pm**



www.queenstreetwest.ca



info@queenstreetwest.ca

Queen Street West BIA



180 John Street, Toronto, ON M5T 1X5