

WE'RE HIRING! APPLY TODAY!

Position: BIA Manager

Organization: The Little Jamaica BIA (formerly the York Eglinton BIA)

Location: Toronto, Ontario

Salary: \$60,000 – \$65,000 plus benefits (commensurate with experience)

Application Deadline: February 13, 2026, at 5:00 PM

About Us

The **Little Jamaica BIA** represents one of Toronto's most storied and dynamic cultural corridors. We're looking for a passionate and driven **Manager** to help lead the community into its next chapter of growth and vibrancy.

If you thrive on **marketing, events, city-building, and community engagement**, we want to hear from you!

Job Description

Reporting to the **Little Jamaica BIA Board of Management** through the Chair, the Manager will play a key role in executing the BIA's strategic plan. This includes implementing board decisions, advancing community initiatives, driving economic development, managing programs, and building strong stakeholder relationships.

Responsibilities

Governance Management

- Oversee governance operations: schedule meetings, prepare agendas, distribute minutes, and ensure compliance and internal controls.
- Collaborate with the Board on strategic planning and budget management.
- Organize and attend the Annual General Meeting (AGM) and other key community events.

BIA Office Oversight

- Serve as the primary contact for the BIA, managing day-to-day inquiries and communications.

Communications

- Engage regularly with BIA members and stakeholders to advance strategic goals.

Public Relations & Development

- Research and implement PR strategies, manage media engagement, and create compelling communications materials.

Marketing & Events

- Work with the Marketing/Events Committee to promote **Little Jamaica** through campaigns and signature events.
- Ensure all events comply with City of Toronto regulations.

Streetscape & Capital Projects

- Support streetscape improvement initiatives and submit annual capital cost-share requests.
- Collaborate with the City of Toronto on public realm and infrastructure enhancements.

Qualifications

- University degree in **Commerce, Urban Planning, Business, Government Relations**, or a related field.
- Progressive management experience in **business, non-profit, or municipal** environments.
- **BIA experience** considered a strong asset.
- Demonstrated leadership, project management, and change implementation skills.
- Excellent communication, organization, and time management.
- Proficient in Microsoft Office and experienced in both digital and traditional marketing.

Additional Responsibility

Support the Board and its consulting team in the development of a **York-Eglinton BIA Public Realm Strategy**.

How to Apply

Interested candidates should submit a **cover letter and resume** by **February 5, 2026, at 5:00 PM** to *diana@yorkbia.com*.

No phone calls, please.

Join us in celebrating and strengthening the **Little Jamaica** community — a cornerstone of Toronto's cultural landscape!