

## **Administrative Assistant and Event Organizer**

Duke Heights Business Improvement Area (DHBIA) 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 (DHBIA) is looking for an **Administrative Assistant and Event Organizer** to join their BIA team. The selected individual will provide administrative support, be the primary lead organizer for DHBIA event(s) and assist with the BIA's security mobile services. 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.

Reporting directly to the Executive Director, the main responsibilities of the **Administrative Assistant and Event Organizer** will include:

### **DHBIA Office**

- Responsible for daily office related communications including telephone and email inquiries, etc.
- Coordinate and schedule DHBIA 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 Government representatives as required.
- Attend external meetings and events related to the BIA.
- Research grants for existing and new BIA Programs and initiatives.
- Effective project tracking, budget monitoring and reporting.
- Maintain up to date BIA Business Member, Stakeholder and Committee lists
- Assist with marketing and outreach activities.
- Assist with AGM preparation and Annual Budget.
- Adhoc activities as required.

### **DHBIA Events**

- Primary lead in the planning, managing and implementation of DHBIA events.
- Responsible for advancing new BIA events ideas that support DHBIA objectives and direction.
- Establish a competitive event budget plan and track event expenses and invoices.
- Secure event venues, City permits, EMS, and Security personnel etc. as required.
- Reserve local BIA vendors, activities, entertainment and music as required.
- Source and coordinate the delivery of rental equipment, audio, staging, tents, tables, linens, chairs etc.
- Business Member outreach and engagement to promote participation in BIA events/contests.
- Work with Communication Manager to create event invitation, 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.



### **Security Liaison and Reporting**

- Monitor and oversee the daily security incident reports and communications.
- Responsible for security casework management and reporting to 311 Toronto.
- Maintain accurate records of security incident reports and list of registered BIA businesses.
- Compile a monthly and annual Security Report.
- Regular outreach to DHBIA Businesses for Security initiatives and additional BIA Services.

### **Qualifications**

- Post Secondary Degree or equivalent.
- 2+ years work experience.
- Excellent communication skills including written, verbal and interpersonal skills.
- Strong administration skills
- Demonstrated experience in event management required.
- Budget and Financial reporting experience an asset.
- 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:** Administrative Assistant and Event Organizer

**Full-Time Position:** 35 hours per week

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

**Location:** On-site/Office

**Contract:** 1 Year

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

Interested applicants are requested to submit a cover letter and resume to [info@dukeheights.ca](mailto:info@dukeheights.ca) with subject line "DHBIA – Job Posting" by 4:00 pm on January 29, 2026.

We thank all applicants in advance for their interest.