



Trinity Bellwoods on Dundas BIA Engagement Facilitator (Part-Time)

Location: Toronto, along Dundas Street West between Grace & Bathurst / Remote Work

Hours: 10-15 hours per month + additional hours as needed. Flexible schedule (some evenings/weekends required).

Contract: 1-year contract with possibility of renewal

About the Role

The Trinity Bellwoods on Dundas Business Improvement Area (BIA) is seeking a highly organized and community-oriented person to support its operations. Reporting to the Chair and working closely with the board, local businesses, and key stakeholders, the Coordinator plays a central role in maintaining and enhancing the vitality of the Trinity Bellwoods on Dundas business community.

This is a part-time, one-year contract position with the possibility of renewal. The role involves mostly on-site work.

Key Responsibilities

- **Member Engagement:** Conduct regular visits and check-ins with all BIA member businesses to build relationships and maintain communication. Gather feedback and identify concerns or opportunities to inform BIA initiatives. Encourage participation in BIA programs, events, and activities to foster a vibrant, engaged business community.
- **Monthly Street Scan:** Walk the BIA to connect with businesses, as well as note openings/closures. Identify any issues of concern (e.g. broken trash bins, litter) and report accordingly.
- **Maintain Membership Directory:** Update website listings and google contacts with new or closed businesses
- **Social Media Engagement:** Regular posts and interactions to promote member businesses and BIA events
- **General Administration & Projects:** Monitor and respond to the BIA inbox. Work on special BIA initiatives as needed

Qualifications

- Excellent communication and interpersonal skills

- Organized and detail-oriented; able to work independently
- Comfortable using digital tools, spreadsheets, and social media
- Knowledge of the Tribell on Dundas neighbourhood and local business community is a strong asset
- Previous experience with a BIA is a strong asset

To Apply

To apply, please email your resume and a brief cover letter outlining your interest and relevant experience to tribellondundas@gmail.com by Feb 15th, 2026. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

We welcome applicants from all backgrounds and encourage those passionate about local business and community development to apply.