



Part Time Contract: Member Engagement Coordinator

The Weston Village BIA is hiring a contract position of Member Engagement Coordinator.

Key Responsibilities:

1. **Members Engagement:** Conduct regular visits and check-ins with all BIA member businesses to build relationships and maintain communication. Ensure members directory is current and update to day with openings/closing/sales of businesses. 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. Document all contacts, promote BIA priorities and encourage BIA members participation in BIA.
2. **Clean Streets:** Weekly Street Scan by walking the BIA to connect with businesses for openings/closures. Identify any issues of concern (e.g. broken trash bins, litter) and report accordingly. Supervisor street cleaning workers.
3. **Communications:** Update digital platforms with new or closed businesses. Social Media Engagement: Regular approved posts and interactions to promote member businesses and WVBIA.
4. **General Administration & Projects:** Monitor and respond to the BIA inbox. Coordinate BIA meetings, minutes and ensure all reports are circulated in timely manner. Maintain updated Board member contact information.

Qualifications

- ✓ Excellent interpersonal skills
- ✓ Ability to work independently – detail oriented
- ✓ Strong organizational and time management skills
- ✓ Versatile user of digital tools, spreadsheets, and social media including various software
- ✓ Knowledge of Weston, BIAs and local business community is a strong asset.

To Apply

Please email your resume and a brief cover letter outlining your interest and relevant experience to Weston BIA on or before April 2, 2026.

Compensation: This is a competitive monthly retainer that reflects level of experience, skills and scope of work to fulfil the position.

Thank you to all applicants for their interest. Only those selected for an interview will be contacted. References required.

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