



JOB POSTING

Date: April 9th, 2026

Deadline to Apply: April 23rd, 2026

Job Title: Administration and Event Support

Company: The Danforth Mosaic Business Improvement Area (BIA)

Terms: Short-Term contract (12 weeks), \$24/hour, Hybrid

The Danforth Mosaic Business Improvement Area supports the prosperity and success of the Danforth East area by drawing in locals and visitors with an authentic and lively main street making it a destination for working, shopping and playing. The area includes Danforth Avenue between Jones Avenue and Westlake Avenue.

Reporting to the BIA Manager and working as part of the BIA Staff in a small office environment, the Administrative and Event support position will provide support to the Danforth Mosaic BIA through coordination of event communications, planning, event support, administrative duties and onsite surveys. Our local events promote the area and celebrate Toronto East's diversity and culture. The participant will assist in communications by email, phone and in-person with local small businesses, assisting with newsletters, digital and physical filing, assisting with financial detailing, answering phones, attending in-person meetings and other duties.

Tasks and Responsibilities:

- Assist with general coordination and planning of events (including onsite)
- Communications related to events that celebrate local businesses and culture
- Act as a liaison between the BIA and its members, assist in planning and implementing events, organize, coordinate and distribute event information to member businesses, attend committee meetings, assist with event logistics, other duties assigned.
- Conduct surveys and follow up with businesses and residents regarding current events
- Other duties as required

Qualifications:

- BIA Experience is a strong asset
- Proactive, Logistics-minded, and well-organized

- Invested in the Toronto East area and success in their role
- Great listening and communication skills
- Able to lift 50 lbs
- Familiarity with Admin tools/apps (Google Workspace, Word, Excel)
- Comfortable working with diverse communities
- Strong administrative skills

Commitment:

- The position requires 20 hours per week (hybrid)
- Short-term: 12 weeks beginning Monday, May 4th and ending Friday, July 24th, 2026 with possibility of extension
- Rate of pay: \$24.00 per hour

Please send your cover letter and resume to manager@danforthmosaic.com with the subject line ***Admin and Event Support Application***

Danforth Mosaic BIA is an equal opportunity employer, and we prioritize hiring practices that reflect our diverse community. We celebrate diversity and are committed to creating an inclusive environment for all employees.