



TORONTO FINANCIAL DISTRICT BIA

MARKETING COORDINATOR (CONTRACT, PART-TIME)

ABOUT THE TORONTO FINANCIAL DISTRICT BIA

The Toronto Financial District BIA (FDBIA) is an economic development and urban place management organization that represents businesses in Canada's premier financial centre. There are more than 200,000 jobs in the Financial District, an area that includes Union Station, the PATH underground walkway and the country's most prominent office towers.

The FDBIA ensures the Financial District is well-maintained, integrated, connected, and accessible. We advocate for exemplary public places, the best available transit options, and a welcoming environment for businesses and employees. Online, the FDBIA showcases the daily activity of our vibrant businesses at MyTOFD.com and [@MyTOFD](https://www.instagram.com/MyTOFD).

Role Overview

This is a part-time support role with responsibilities prioritized and assigned based on current projects and workload within the allocated weekly hours. The scope is designed to fit within these hours and will be adjusted as needed.

This part-time contract role provides coordination and administrative support across marketing initiatives, programming, and social media. The contractor works under the direction of the Marketing Manager and alongside the Social Media Manager, supporting day-to-day execution across a range of work. The position also includes representing the organization externally, including visiting area businesses. This role offers exposure to a range of marketing, programming, and on-the-ground initiatives across the Financial District.

Hours: 20 hours per week (3 days/week), with a minimum of two days required in the office and occasional flexibility based on operational needs.

Compensation: \$32 per hour

Contract Dates: June through December 2026, with the opportunity to extend based on performance and organization needs.

Responsibilities

- Maintain and update databases, media library and internal systems
- Assist with scheduling, calendars, and coordination of meetings, shoots, and activities

- Assist with project coordination, timelines, and workback schedules
- Support marketing initiatives, campaigns, and programming as assigned
- Assist with communication with area businesses
- Gather and maintain accurate business and contact information
- Assist with event planning, coordination, and onsite logistics
- Support vendor coordination (e.g., catering, materials, and event needs)
- Assist with research for business features, guides, and marketing content
- Track and report on marketing performance, including social media analytics, KPIs, and post-event results
- Support social media coordination including community engagement
- Attend weekly status meetings and support overall team coordination

Requirements

- Strong organizational and administrative skills, with the ability to manage multiple tasks and shifting priorities
- Excellent written and verbal communication skills, with confidence engaging professionally with businesses
- Ability to work independently, take initiative, and follow direction efficiently within a small team environment
- High attention to detail and strong judgment when handling communications
- Experience with coordination, administration, or marketing support roles
- Comfortable using digital tools to support efficiency while ensuring accuracy and quality of work (eg; Monday.com, AI tools, Sprout Social, Canva)
- Interest in marketing, event coordination, and social media

Additional Skills & Support (Asset)

- Ability to occasionally capture simple photo/video content to support social media
- Assist with basic Canva design using existing templates

How to Apply

Please submit your application to rmahon@torontofinancialdistrict.com including:

- Your resume
- A brief note outlining your interest in the role, relevant experience, and why you'd be a good fit
- Any relevant examples of work, if available (e.g., social media or portfolio)

Application deadline: May 31, 2026