



**Upper Village Business Improvement Area BIA Coordinator (Part-Time Position)
Application Deadline:**

- **Pay Rate:** \$25/hour Term
- **Part-Time:** 20 hours per week (Primarily remote with weekly in-person visits to the Upper Village neighbourhood).
- **Location:** Upper Village BIA – Spanning along Eglinton Avenue West, from Allen Road to Bathurst Street, Toronto (Preference to live nearby but not a requirement).

Overview:

Are you a highly organized, proactive professional with a passion for community development? The Upper Village BIA is seeking a dedicated BIA Coordinator to join our growing team and help support our initiatives, events, and stakeholder engagement efforts.

Key Responsibilities:

- Program & Event Coordination
- Stakeholder Engagement, Marketing, & Communications
- Administrative Support

Qualifications:

- Previous experience in community development, event coordination, or non-profit organizations preferred.
- Experience working with a BIA or municipal organization is an asset but not required.
- Strong organizational and project management skills with the ability to work independently.
- Excellent written and verbal communication skills.
- Ability to engage and collaborate with a diverse range of stakeholders.
- Comfortable working remotely while making regular weekly site visits within the Upper Village BIA.

- Proficiency in Microsoft Office, Google Suite, social media platforms, and digital communication tools.
- Passion for local business, urban planning and community building

Application Process:

If you are interested in this opportunity and meet the qualifications, we encourage you to apply!

To apply, submit your cover letter and resume with the subject line "Coordinator Application – (Your Full Name)" to uppervillageto@gmail.com
For any further inquiries, please contact uppervillageto@gmail.com

Start Date: As Soon As Possible