



Position: BIA Coordinator-Approximately 12 Month Maternity Leave Contract Position
Reports to: Board of Management and Committee Chairs of Albion Islington Square BIA
Location: Albion Islington Square BIA, Intersection of Albion Road and Islington Avenue
Status: Full Time (35 hours)

Purpose:

This position is responsible for the effective implementation of BIA approved budget to include Sponsorship, Marketing, Branding, Events and Streetscape strategies. This position plays a critical coordination role in driving improvements, branding, execution of programs, events and project management, customer service, and communications, in support of the BIA Board of Management.

Duties:

- **Communications and Marketing:** Maintain and implement all marketing and event projects and promotions as directed by the Board; On-going BIA Membership Liaison & Outreach.
- **Capital Projects, Maintenance and Repairs:** Maintain and implement all streetscape, beautification and enhancement programs as directed by the Board
- **Events:** Responsible for the coordinating of all BIA events including Major Event such as the Fusion of Taste & North Etobicoke Santa Clause Parade (sponsorship, planning and execution).
- **Administrative:** Responsible for maintaining regular office operations; Organize minutes for all board/committee/special meetings including the Annual General Meeting; Work with appropriate officials on the BIA Annual budget, Audit, and Book keeping records.
- Attend BIA related meetings Toronto Association of BIA monthly meetings downtown.
- Other Duties as assigned

Qualifications:

- University or College Training in marketing, project management and/or equivalent
- Minimum of 2 years experience with event coordination, marketing, and planning, combined with proven effective organizational, management and book keeping skills preferred.
- Previous experience with a BIA is an asset
- Knowledge of Municipal By-Laws is an asset
- Excellent verbal and written communication skills
- Strong program skills [MS Outlook, PowerPoint, Publisher, Adobe, Excel, Mail Chimp, Survey Monkey]
- Flexible schedule (includes evenings and some weekend work).

How to Apply:

Interested individuals should send a cover letter and resume to info@albionislingtonsquare.org quoting reference "**Coordinator AIS BIA**" in the subject line and covering letter. We thank all applicants. However, only those selected for an interview will be contacted.

Deadline for applications is October 5, 2017

Please note that all applicants are encouraged to provide a valid email address for communication purposes.