

Administrator - shoptheQueensway.com Business Improvement Area

The shoptheQueensway.com BIA is currently seeking a part time administrator to provide a variety of services to the board of management. ShoptheQueensway.com BIA is home to almost 300 small and medium sized businesses and is the new hub of the west end. One of Toronto's avenues, it is transforming into a vibrant mixed-use street with a growing population.

The successful candidate should be well organized, have a passion for helping small businesses, be a hands-on person, computer literate, and tech savvy. Familiarity with the neighbourhood, experience with events and communication is an asset.

Job Overview:

Reporting to the BIA Board of Management, your responsibilities will include:

- Implement programs and policies as set forth by the board.
- Provide administrative support to the board.
- Provide BIA-related support to member businesses.
- Help coordinate special events
- Help coordinate capital project plans
- Maintain our member directory
- Establish and maintain proactive relationships with members, the general public and other stakeholders
- Attend all board and committee meetings
- Annual General Meeting coordination and presentation.

Job Duties and Responsibilities:

Communications

- Prepare and distribute **regular** communications for sharing with the membership and general public.
- Hand deliver notices to the membership
- Act as liaison between the BIA and various government agencies
- Summarize and prepare information for sharing with the board of management
- Post information to the BIA website
- Attend occasional city meetings and report back to the board

Administrative

- Schedule and share meeting information
- Prepare and share meeting agendas and meeting minutes
- Maintain BIA information in an organized manner

- Arrange for cheques to be issued, signed and mailed out with the assistance of the treasurer

Events

- Engaging with member businesses to help them participate in events
- Assist event manager with all administrative duties as they relate to the event

Streetscaping

- Help develop a comprehensive planter maintenance program
- Help coordinate and implement our current in-ground planter initiative
- Liaise with city staff and bia members about streetscape issues

How to Apply

Interested individuals should forward a resume and cover letter to info@shoptheQueensway.com

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Any questions about the role or the BIA can be emailed to info@shoptheQueensway.com.