

LITTLE ITALY BIA COORDINATOR JOB DESCRIPTION

October 10, 2019

Job Type: Full-Time, 1-Year Contract Position with possibility of extension (40 hours per week)
November 18, 2019 - December 31, 2020

The Little Italy Business Improvement Area (BIA), located on College Street, between Bathurst Street and Shaw Street, requires the assistance of an experienced, full-time coordinator.

Coordination and implementation of all programs, policies and initiatives as approved by the Board of Directors.

Administration

Responsible for all administrative duties, including;

- Scheduling of board and subcommittee meetings, preparation and distribution of agendas and maintaining written minutes
- Maintenance of membership database; continually working to keep up to date
- Coordinating the BIA's Annual General Meeting

Communications

- Routinely answers phone
- Maintains regular member relations via face-to-face visits and drop-ins to member businesses, creating greater BIA awareness
- Acts as liaison between the City of Toronto, City BIA office, BIA members, BIA Board of Management and all third party hires
- Uploads agenda, minutes and treasurer's reports to member section of website so that it can be shared with membership.
- Securing grants available through the city and provincial programs

Streetscaping

- Monitors public works and related activities (sidewalk repair, garbage receptacle replacement, beautification, hydro infrastructure projects, other physical repairs/improvements) in the BIA
- Oversees beautification of the neighbourhood
- Coordinates seasonal streetscape (including flower baskets, Christmas lights)

Marketing

- Oversees marketing campaign for all events
- Coordinates media program with respective suppliers
- Maintains the Little Italy BIA website, including regular blog/community news posts, and updating online business directory
- Plans and executes social media strategies across all platforms (Facebook, Twitter and Instagram)
- Creates and distributes member and subscriber newsletters via MailChimp
- Marketing and PR for the LIBIA

Events

- Coordinates the Taste of Little Italy, College Street Beats and the Cavalcade of Lights
- Works with third party hires to coordinate the events

In addition, basic knowledge of accounting preferred with working knowledge of Quickbooks. The following financial duties are preferred, however not a requirement:

Under the direction of the Treasurer;

- Reviews supplier invoices, once approved processes cheques through Quickbooks and prepares them for signature. Once cheques have been signed, coordinator is responsible for mailing and filing invoices and payment records.
- Prepares monthly bank reconciliations for all bank accounts and prepares monthly treasurer's report 8 days before the next meeting / sends out six days prior to the board meeting
- In the third quarter, prepares financial forecast to the end of the year for the purpose of budgeting for the upcoming year
- Prepares LIBIA's annual Operating and Capital Budgets for AGM in November and submits to City once approved at the AGM
- Maintains the full set of books and reflects books in Quickbooks
- Previous year to be finalized by February and reviewed by Auditor in March
- Maintains deposit records for BIA levies, TOLI Sponsorship and TOLI Booths, TOLI Barricades and any new Sponsorship Income

Compensation: Based on Experience

How to Apply: Email resume and cover letter to coordinator@tolittleitaly.com

Deadline to apply: October 20, 2019