

WESTON VILLAGE BIA COORDINATOR JOB POSTING

The Board of Management of the Weston Village BIA requires a coordinator to provide a range of administrative support and event planning duties to support the board's mission statement and develop action plans to implement it.

Reporting to the executive board the coordinator's responsibilities include:

Administration

- Schedule and attend monthly Board meetings and prepare agendas with the Board Chair
- Transcribe, prepare and distribute meeting minutes and follow up on issues as assigned.
- Manage the day to day operations of the BIA office
- Arrange all aspects of the Annual General Meeting
- Fulfilling legislative mandate for BIA's as set out in the Ontario Municipal Act su

Financial

- Prepare the monthly financial statement and bank accounts reconciliation
- Assist in the preparation of the annual Operations and Capital budgets
- Receive invoices from suppliers and with the approval of the board chairperson prepare cheques for signature
- Prepare deposit slips and make deposits to the BIA bank accounts.

Events

- Coordinate all aspects of the annual Best of Weston Festival and Santa Claus Parade, including sponsorship, grant applications, entertainment, promotion, volunteer coordination and other logistics

Communications

- Produce 2 newsletter per year
- Maintain the BIA's website, face book and twitter accounts
- Frequent communication with the BIA members through regular site visits
- Liaise with city departments, community groups and outside agencies

Streetscaping

- Obtain quotes for annual flower planting, banners and banner repairs and any other work that contributes to the overall appearance of the BIA
- Ensure that all the public areas are kept clean and free of garbage and illegal dumping by reporting problems to appropriate City departments
- Other duties as assigned

Qualifications

- College Diploma or University Degree
- Min 2 years administrative experience
- Min 2 years experience in organizing large scale events
- Proficiency on PC computer installations including MS OFFICE (Word, Excel, Power Point, Outlook) databases and internet
- Excellent interpersonal skills (written and oral)
- Highly organized and detailed
- Strong organizational skills and attention to detail
- Ability to multi-task

Please send your resume to: the Weston Village BIA, 4 John Street, Unit 3, Weston, ON, M9N 1J3 or by email to: bigm.masum@gmail.com by Friday, Nov 21st at 4.00 p.m.

Only those called for an interview will be contacted.