

ADMIN ASSISTANT to the EXECUTIVE DIRECTOR

ROLES & RESPONSIBILITIES

“SCHEDULE A”

Key Duties Administration

- Involves correspondence, scheduling of meetings, preparation of agendas, minutes, reports, proposals, and assignments from the Board of Directors (where needed by E.D)
- Strategic planning for the organization, including the scheduling of task force meetings, BIA committee implementation
- The primary responsibility is to compile, edit, condense and process information for distribution to members and partners, with the express goal of building an advocacy voice of support for the BIA's positions and initiatives
 - Monthly Newsletters/Blogs
 - Promotional Posters & Artwork
- Support the Executive Director in creating a marketing plan which includes print brochures, social media plans, newsletter content and special events Resource Information and Consultation (where needed by E.D.)
- Provide resources to BIA members, government departments (municipal, provincial, federal), developers, property owners, members of other BIAs and business associations, community groups and agencies who contact the BIA Office requesting information and/or assistance relating to the BIA industry (Where needed by the E.D.)
- Monitor legislation, regulations and issues affecting the BIA members, draft position statements for review by the Board of Directors and take necessary action when deemed appropriate
- Try to identify legislative or regulatory issues, primarily at the municipal level, which may impact some facet of the BIA. Items such as news reports, press releases and referrals from members provide a major source of awareness for any particular situation
- Motivated and self-started, ability to manage workload and responsibilities Independently
- Excellent writing skills with a good understanding of marketing tactics
- Strong speaking and presentation skills

- The ability to analyze and interpret government regulations and technical information and then communicate those results to a broad audience
- Good planning and organizational skills, initiate & assist in BIA activations, special events and promotions to enhance pedestrian traffic
- A proper understanding of the geographic, economic, political, social and cultural fabric of Concession Street
- Ability to communicate effectively in relation to stakeholders

SALARY:

Annual: \$12,000 (casual part-time)

Send resumes to:

info@concessionstreet.ca

send resumes by: February 28, 2025