

**Employment Opportunity:**  
**Administrative and Event Coordinator**

DUKE Heights Business Improvement Area (DHBIA) is an association of over 2,500 businesses. Our mandate is to promote the area, support the local BIA businesses, invite investment and development, and create growth.

DHBIA is looking for an **Administrative and Event Coordinator** to join their dynamic team to provide administrative support, act as a security services liaison, and lead the BIA's event planning. The individual must be a highly motivated self-starter with strong communication and organizational skills.

The **Administrative and Event Coordinator** will report to the Executive Director and the main responsibilities will include:

**Office Operations**

- Responsible for daily office-related communications including answering the telephone, and email inquiries and providing follow-up as needed.
- Coordinate and schedule Board of Directors and Committee meetings.
- Assist in preparing and distributing meeting agendas, minutes, and associated reports for Board of Director and Committee meetings.
- Liaise with BIA Business Members, Stakeholders, Municipal, Provincial, and Federal government representatives as required.
- Attend external meetings and events related to the BIA when required.
- Research grants for existing and new BIA Programs and initiatives.
- Maintain office and programming expenses within the set annual budget throughout the year.
- Effective project tracking, budget monitoring, and reporting.
- Maintain BIA Business Member, Stakeholder, and Committee lists.
- Assist with AGM preparation and Annual Budget.
- Ad hoc activities as required.

**Security Reporting**

- Responsible for daily casework management from DHBIA Mobile Security Patrol.
- Primary liaison with Mobile Security Officers.
- Monitor and oversee the daily security incident reports and communications.
- Submit incident reports to appropriate City of Toronto departments and BIA staff.
- Maintain accurate records, daily log of security incident reports, and updated list of contact information of BIA businesses registered for DHBIA security services.
- Compile and provide a monthly security report, complete with incident statistics, KPIs, and status of resolved and outstanding security information.
- Provide regular outreach support and engagement with DHBIA businesses in matters of Security initiatives.



### **Event and Festival Planning**

- Primary lead in the planning of DUKE Heights BIA events.
- Responsible for overseeing event logistics from inception to completion.
- Establish a competitive event budget plan and track event expenses and invoices.
- Secure event venue, City permits, EMS, and Security personnel as required.
- Book BIA vendors, activities, entertainment, and music associated with the event.
- Source and coordinate the delivery of rental equipment, audio, staging, tents, tables, etc.
- Business Member outreach and engagement to promote participation in BIA events/contests.
- Work with the Communications Manager to create event flyers and social media content.
- Engage with Businesses and Stakeholders for Sponsorship opportunities.
- Coordinate and supervise the on-site delivery, set-up, pick-up, and clean-up on event day.
- Assign volunteers to assist in pre-event preparation and post-event removal.
- Prepare event day itinerary and site map.

### **Qualifications**

- Post-secondary degree or equivalent.
- 2+ years of work experience.
- Excellent communication skills including written, verbal, and interpersonal skills.
- Strong administration and organizational skills.
- Budget and Financial reporting experience.
- Demonstrated event planning and coordination experience.
- Motivated self-starter and able to work with minimal supervision and within a Team environment.
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint etc.).
- BIA and Municipal experience is an asset.
- Proposal and Grant writing experience is an asset.

**Job Title:** Administrative and Event Coordinator

**Full-Time Position:** 35 hours per week (Evening and Weekend availability is required for BIA events/meetings)

**Contract:** 1 Year

**Salary:** \$50,000 - \$55,000

- Interested applicants must submit a cover letter and resume to [info@dukeheights.ca](mailto:info@dukeheights.ca) with the subject line "Administrative and Event Coordinator" by January 24, 2024.

We thank all applicants in advance for their interest.