

## **Employment Opportunity: Office Assistant and Event Coordinator**

Duke Heights Business Improvement Area (DHBA) represents 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.

Duke Heights Business Improvement Area (DHBA) is looking for an **Office Assistant and Event Coordinator** to join their BIA team. The selected individual will provide office administration assistance, be the primary lead organizer for DHBA community event/project planning and oversee security mobile patrol services. The individual must be a highly motivated self-starter, possess strong communication and organizational skills, able to multi-task and perform well in a team environment.

The **Office Assistant and Event Coordinator** will work and report directly to the Executive Director and the main responsibilities will include:

### **DHBA Office Operations**

- Manage daily office operations related to communications, telephone and email inquiries, etc.
- Maintain BIA Business Member, Stakeholder and Committee lists.
- Coordinate and schedule DHBA Board of Director and Committee Meetings.
- Assist in the preparation and distribution of mailings, meeting agendas, minutes and associated reports for Board of Director and Committee meetings.
- Liaise with BIA Business Members, Stakeholders and Municipal, Provincial and Federal government representatives as required.
- Research grants for existing and new BIA Programs and initiatives.
- Effective project tracking, budget monitoring and reporting.
- Assist with AGM preparation and Meeting.
- Attend external meetings and events related to the BIA.
- Ad hoc activities as required.

### **Security Liaison**

- Monitor and oversee the daily security incident communications and reports.
- Responsible for daily casework management and reporting to 311 Toronto.
- Maintain accurate records, daily log of security incident reports and list of BIA businesses registered for DHBA security services.
- Initiative security outreach strategies and project programming.
- Provide regular outreach support, and engagement with DHBA Businesses in matters pertaining to Security initiatives.
- Compile and provide a monthly security report, complete with incident statistics, KPIs and status of resolved and outstanding security information.
- Prepare end of year Security Report.



### **DHBIA Community Event and Projects**

- Primary lead in the planning, managing and implementation of DUKE Heights BIA community events and projects from inception to completion.
- Establish competitive event budget plan and track event expenses and invoices.
- Secure event venue, City permits, EMS, and Security personnel as required.
- Reserve BIA vendors, activities, entertainment and music required for each 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 Communication Manager to create event flyer 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.
- Oversee volunteer outreach to assist in pre-event, event day and post event activities.
- Prepare community event day itinerary, venue map and contact list.

### **Qualifications and Experience**

- Post Secondary Degree or equivalent.
- 2+ years work experience.
- Excellent communication skills including written, verbal and interpersonal skills.
- Strong administration, organizational and planning skills.
- Budget and Financial reporting experience an asset.
- BIA and Municipal Government knowledge an asset.
- Proposal and Grant writing experience an asset.
- Demonstrated experience in planning and managing community events required.
- Motivated self-starter able to work with minimal supervision and within a Team environment.
- Proficient in Microsoft Office (Outlook, Word, Excel (Spreadsheets/Charts), PowerPoint etc.).

**Job Title:** Office Assistant and Event Coordinator

**Full-Time Position:** 35 hours per week

(Evening, Weekend availability is required for BIA events/meetings)

**Contract:** 1 Year

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

Interested applicants are requested to submit a cover letter and resume to [info@dukeheights.ca](mailto:info@dukeheights.ca) with subject line "DHBIA Employment Opportunity" by January 20, 2025, at 4:00 pm.

We thank all applicants in advance for their interest. Email inquiries only.