

UXBRIDGE BIA FACILITATOR JOB POSTING



The Uxbridge BIA (Business Improvement Area) Board of Management is seeking a dynamic and experienced Contract Facilitator to work part-time (approximately 30 hours/week).

The ideal candidate will be the key contact person for all Uxbridge BIA enquiries from both the public and our over 250 member businesses. The successful candidate will develop and strengthen ongoing relationships with the BIA member businesses and help to identify how the BIA can assist businesses and their customers to “Think Uxbridge First”.

Reporting to the Chair and Board of Management, the Facilitator’s duties and responsibilities include:

Communications:

- Handling all incoming inquiries;
- Administration of the BIA’s contact database;
- Administration of the BIA’s e-newsletters;
- Administration and development of content for the BIA’s social media - Facebook, instagram and twitter pages and as well as updating the BIA website
- Networking with the other community organizations (OBIA, Chamber of Commerce, Township of Uxbridge, etc.) and acting as a liaison for acquiring information and identifying joint initiatives;
- Overseeing the BIA’s marketing efforts to promote “Think Uxbridge First”;
- Planning and developing press releases as authorized by the Board of Directors;
- Liaise with landowners/property owners and prospective tenants to encourage retail and commercial development.

Administration:

- Coordinating monthly Board of Directors meetings including room arrangements, agendas, minutes and uploading content to the website;
- Planning and preparation for the BIA’s annual general meeting;
- Attending sub-committee meetings and handling special projects as requested by the Chair and/or Board of Directors;
- Attending Uxbridge Town Council meetings to represent the BIA;
- Planning and booking advertising;

- Interacting with suppliers and overseeing the required purchases processes as stipulated by the Township;

Special Event Management:

- Planning, coordinating and attending BIA events;
- Attending member events and taking photos for BIA;
- Identify and create collaborative opportunities to assist in furthering BIA initiatives;
- Perform related duties and responsibilities as required.

Skills Required:

- Self-motivated with the ability to work independently and to multi-task;
- Able to work weekends and evenings as periodically required;
- General bookkeeping skills focused on coding and processing cheque requisitions and reporting within a budget environment;
- Event planning and project management experience;
- Excellent communication & presentation skills;
- Small business/retail experience;
- Computers skills including experience with the Microsoft Office suite;
- Proven partnership skills in developing effective relationships with businesses, government and other agencies;
- Strong social media skills and familiarity with website administration and Wordpress;
- Experience in advertising and marketing;
- Experience on analyzing and assessing BIA business opportunities, programs, policies and operational needs;
- Knowledgeable about Township of Uxbridge and the local business community

Other Requirements:

- Access to own vehicle;
- Home office with internet, scanner & copier;
- Set up as an independent contractor with their own insurance

Applicants should submit a cover letter together with a detailed resume in a sealed envelope clearly identifying the position being applied for and marked "Confidential" to the attention of:

Debbie Leroux, Clerk
Township of Uxbridge
51 Toronto Street South,
P.O. Box 190 Uxbridge, ON
L9P 1T1

Applicants may also submit their cover letter and resume by email to dleroux@town.uxbridge.on.ca

Applications must be submitted no later than September 15, 2017 at 4:30PM

We thank those who apply. However, only those applicants selected for an interview will be contacted.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act