



OTTAWA STREET

Hamilton's destination for inspiration.

**3 Britannia Ave
Hamilton, ON L8H 1W3**

Ottawa Street BIA

The Ottawa Street BIA is seeking applications for the position of BIA Coordinator.

The Ottawa Street BIA is a collective voice that represents the unique needs of the local community and aims to create a vibrant and sustainable business, cultural and residential environment. The association is committed to improving and promoting Ottawa Street through investment, advocacy and activations to further its position as Hamilton's 'Destination for Inspiration'. Our vision is to create a vibrant and inclusive shopping district and residential community in Hamilton's East End that grows and evolves as the area does.

Position Description:

Position: BIA Coordinator

Reports to: Ottawa Street BIA Board of Directors

Status: Part-Time (30 hours/week)

Location: Hamilton, ON

Hours: Flexible Schedule, ability to work remotely with mandatory Tuesday- Friday office hours of 10am-3pm

Compensation: \$25/hr, paid bi-weekly.

Position Overview:

Join us during an exciting time of growth on Ottawa Street as new stores, restaurants, bars and markets fill the area! Reporting to the Board of Directors and various subcommittees, the Coordinator aids the board in developing, implementing, monitoring and reporting on a variety of initiatives, events and programs. This includes daily operations, meetings, budgeting, communications, and public relations as directed by the Board of Directors.

The Coordinator is responsible for maintaining and fostering positive relationships with members, the board, public officials, the media and general public and for proactively pursuing new opportunities. Lead implementation and execution of all special events and programs alongside committees.

Responsibilities: (includes but not limited to)

Organizing and planning for monthly meetings;

- Setting the agenda for the meetings (in cooperation with BIA Chair and committee chairs)
- Creating printed material packages when required
- Sending out invitations to all necessary parties
- Recording of minutes of each meeting
- Filing, collecting, and preparing invoices and contracts

Marketing and Event Administration;

- Advertising and promotion plan development and implementation
- Social Media management (Instagram, Twitter, Facebook)
- Ottawa Street BIA website maintenance, posting all committee related materials
- Planning and implementation of annual events in coordination with the Events Committee
- Development of a potential 2022 volunteer team for event support and execution.

Skills:

The Ottawa Street BIA Coordinator is energetic, creative, organized and self-motivated. You are a community believer and are familiar with the Ottawa Street surrounding communities. You have strong marketing and promotional skills and are able to prioritize tasks and manage volunteers.

You work towards creating a diverse, accessible and inclusive environment, have strong community engagement, marketing and event planning skills as well as previous experience working with municipalities.

Must have flexibility and be able to work some weekends during events. Preference given to those with an educational background in Event planning, Business Administration, Communications, Public Relations, Marketing or related fields. Grant, proposal and report writing as well as experience in administration with municipalities and working with various City departments is considered an asset.

How to apply:

Please email your resume and cover letter to info@shopottawastreet.com with the subject heading "Ottawa Street BIA Coordinator".

We are an equal opportunity employer and as part of our ongoing commitment to Diversity, Equity and Inclusion, encourage individuals that identify from equity-seeking groups, including those who identify as Indigenous, Black, People of Colour, Trans, Nonbinary, Queer, Disabled and intersections of those identities to apply.

Applications close on March 4th, 2022 at midnight

Application Accessibility Support

Applicants who require additional resources, assistance or time to apply are welcome to request as such. Please request this assistance at least one week in advance of the submission deadline.

To do so, or for any additional information please contact us at **info@shopottawastreet.com**