



A Very Exciting Role with the Waterfront District BIA - Join Our Team !

The Waterfront District Business Improvement Area (BIA) is a not-for-profit association of the property owners and businesses. We are guided by our strategic plan that is managed and implemented by our volunteer Board of Directors and various Committees.

The Board of Management invites applications for a BIA Coordinator. Reporting to the Board Chair, the BIA Coordinator will work in conjunction with the BIA Board of Directors to ensure that the BIA meets, or exceeds, its obligations with respect to: construction and beautification, finance, governance, marketing and promotion, membership services, special events and business communications.

Position Summary

Key Areas:

1. All administrative functions of the Waterfront District BIA.
2. Delivery of Programs and Services - assists in the development of strategies for the organization that will add to the organization and the community it serves.

Skills & Abilities:

- Strong interpersonal and customer service skills
- Very strong computer skills in various office applications including MS Office - Word, Excel, PPT, Facebook, Mail Chimp
- Detail oriented and a self-starter with exceptionally strong organizational skills
- Ability to prioritize work load and meet deadlines
- Independent judgment when dealing with sensitive issues
- Must be able to work independently and as a member of a team; works cooperatively with the Board and the BIA members

Education/Experience:

- Diploma in Business Administration, Marketing or related field or equivalent
- Preferred five years of relevant work experience
- Corporate and municipal/government experience is an asset
- Hours - Part-time, casual, 15 to 20 hours a week

Interested applicants are invited to submit a single PDF document containing cover letter, resume, and the contact information of three employment-related references to the Hiring Committee, The Waterfront District BIA, 195 Park Avenue, Thunder Bay, ON P7B 1B9 by email:

thewaterfrontdistrict@tbaytel.net. For the complete job description please request by email. Posting closes: Friday, March 23, 2018; 3:00 pm. We thank all applicants for their interest; however, only those selected for an interview will be contacted.