



## The Waterfront District BIA Ambassador

The Waterfront District Business Improvement Area (BIA) is a not-for-profit association of the property owners and businesses. The Board of Management invites applications for an Ambassador. Reporting to the Board Chair, the Ambassador will: 1) provide hospitality assistance, 2) support the maintenance, beautification and cleanliness of our area, and 3) support communications.

### **Hospitality Assistance**

The Ambassador will engage with the people who live, work and visit the area and connect the people to services and/or resources they need. Will welcome residents and tourists to Thunder Bay during events as well as promote local Thunder Bay activities and businesses. Will be an extra set of eyes on the street to contribute to the BIA's safety initiatives.

### **Maintenance**

The Ambassador will help maintain the cleanliness of the area: sweep sidewalks, pick up litter, remove weeds from planters, walkways and tree guards, remove graffiti and posters, and, wash down sidewalks with a pressure washer to remove grime and spills. Will assist with other maintenance such as bike racks or issues, and help with special projects, event clean-up and other tasks as required.

### **Communications**

The Ambassador will provide updates on the opening of new businesses in the area as well as report any concerns or feedback from businesses or visitors to the Board Chair and/or the BIA Coordinator.

**Qualifications:** The Ambassador must be punctual, self-motivated, responsible and reliable, have solid organizational skills and be able to work under minimal supervision. Must be physically able to perform the tasks necessary for the job as required.

**Work Environment:** Will work outdoors each day, and must be able to work in all types of weather conditions.

**Physical Demands:** Will be required to use a weed whacker and have good skills in the use of hand and power tools. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl. The employee is occasionally required to sit. The employee must frequently lift and/or move 20 pounds.

**Hours of Work:** part-time 25 to 30 hours a week for 16 weeks

**Hourly Rate:** \$15.00 per hour

**Interested applicants** are invited to submit a cover letter and resume to the attention of the Hiring Committee, The Waterfront District BIA by email to [thewaterfrontdistrict@tbaytel.net](mailto:thewaterfrontdistrict@tbaytel.net). Posting closes: Tuesday, April 24, 2018; 4:00 pm.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.