

## **KENSINGTON MARKET COORDINATOR**

### About Kensington Market

Cherished by Torontonians and visitors alike, Kensington is a thriving open-air marketplace, representing a richly multicultural and eccentric neighbourhood in the core of downtown Toronto. Our Kensington community is a colourful and eclectic mix of residential and commercial blocks, well known for its unique and independent spirit, vibrant murals, charismatic locals, Pedestrian Sunday events, and over 240 local and independent shops and businesses with specialty items from all over the globe.

### Job Description

The Kensington Market BIA is seeking a candidate who is organized, a self-starter, keen on relationship management and understands the dynamics of our Kensington Market neighbourhood. The ability to work with minimal supervision and collaborate effectively with all members is a key part of the role. The candidate must have an interest in relationship management to help sustain local businesses and promote and foster the business and community environment in the BIA. Occasional weekend work may be needed for major projects and events.

### Expectations:

- Responsible for all operations of the BIA, including administration, budgeting, and staffing
- Actively support work of the Board, its committees and working groups as requested
- Schedule and facilitate BIA monthly meetings and other sub committee meetings
- Prepare agendas, minutes and notes for monthly board meeting and contact all required members to attend
- Prepare and send notes and updates from subcommittee meetings to BIA board
- Organize, and prepare Annual General Meeting of the BIA Membership
- Attend relevant public meetings as requested by the BIA
- Maintaining and updating the business database and directory
- Manage and apply for grants to lead BIA initiatives & LED opportunities
- Monitor email and phone messages and replying accordingly
- Accurate maintenance of BIA files and records
- Small bookkeeping of BIA records, accounts payable & receivable and maintaining financial records
- Organizing, preparing and collecting financial information for the auditor for Year End purposes
- Assist and prepare with the board the annual budget
- Responsible for monthly treasurer's report to the BIA
- Manage and collect payroll and invoices to be paid

- Distribution of communications effectively to our BIA members for all available projects
  - Oversee any maintenance, beautification, and seasonal decoration strategies
  - Provide support and input to board sub-committees established to deal with specific activities, events and issues
  - Complete other duties as directed and assigned by the BIA Board
  - Oversee the Clean Streets Team ( support staff for community clean up and snow maintenance)
  - Communication on all projects with Social Media/Community Manager
- Communication & Promotion
- Represent the BIA's interests within the community at both local and regional levels
  - Manage and maintain the website and business listings
  - Overseeing interns and support staff

Special Consideration

While direct BIA experience would be preferred, we would give additional special consideration to candidates who possess experience in working with municipal government agencies and/or special interest groups that have close working relationships with government entities.

The position is an independent contract position, without deductions with a minimum of 25 hours a week.

The position is an independent contract position and with a minimum of 25 hours week. Hourly rate to be determined based on level of experience.

To apply, please submit Cover Letter and CV and wage expectation by April 10th, 2022

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We are committed to promoting equity, diversity, and inclusion in our workspaces and programs, and encourage applications from BIPOC, Indigenous, and visible minority candidates.

