



Who We Are

The Leslieville Business Improvement Area (BIA) was formed in 2013 by a City of Toronto Council motion, it represents over 200 businesses along Queen Street East from Empire Ave. to Vancouver Ave. We are responsible for maintaining a vibrant commercial main street and bringing tourism to support businesses. We do this through events, promotion of the commercial main street, advocacy on behalf of businesses, beautification, streetscape and other initiatives. The BIA is governed by Chapter 19 of City of Toronto Municipal Code and is run by a Board of Management of business owners.

The Leslieville BIA requires a Project Administrative Officer

Note: This position is being funded through Canada Summer Jobs, eligibility requirements apply.

Reporting to the BIA Manager, functions and duties will include:

1. Project and event planning support and research as well as liaise with City representatives to complete projects for the main street, which may include Café T.O.
2. Planning, marketing and promotion assistance
3. Assistance in updating the list of businesses, which will be later used to create an annual business directory
4. Engage BIA members on a consistent basis, providing them with updates on economic development initiatives and other related matters
5. Work alongside a Marketing Committee & BIA Manager by extension the Board of Directors to plan, monitor and deliver on initiatives in progress

Key Qualifications

1. Meet the program participant eligibility requirements
To be eligible, youth must be between the ages 15 and 30 and be legally entitled to work in Canada. International students are not eligible.
2. Experience performing administrative work and event management.
3. Experience utilizing a variety of software packages, e.g. Microsoft Office Suite.
4. Strong verbal and written communication skills as well as interpersonal skills.
5. Experience in preparing and formatting reports, correspondence and documents.
6. Organizational skills and experience with electronic filing systems and the management of large volumes of information both hard copy and electronic format.
7. Must be able to work on own initiative, with minimal supervision
8. Must have an apt for engaging small businesses and other stakeholders
9. Must have a marketing/communication-related background.



Working Conditions

1. 30-hour work week
2. Total length of contract: 9 weeks
3. Hourly rate: \$19.00
4. Candidate will work primarily from home, with duties requiring physical presence in the BIA on occasions.
All the necessary health and safety protocols will be observed.

Interested candidates should email cover letter and resume to leslievillebia@gmail.com. The BIA is looking to fill this position as soon as possible.