



THE TOWN OF INGERSOLL BIA

Invites applications for the position of



BIA Coordinator (2 Year Contract)

Job Type: Permanent Part Time

Primary Location: Ingersoll, ON (Local travel required)

Conveniently located in Oxford County in Southwestern Ontario, Ingersoll offers urban living with small-town values yet enjoys easy access to larger cities. Surrounded by farms and nature, Ingersoll is home to a diversity of thriving industries and commercial businesses and is host to many special events, athletic and recreational amenities and excellent schools. The Downtown Ingersoll BIA comprises over 100 businesses from a wide range of retail shops, restaurants, and personal services.

<https://www.ingersoll.ca/business-improvement-area/>

What would your responsibilities be over a typical month?

The Town of Ingersoll, in conjunction with the Downtown Ingersoll BIA Board is looking for a creative and hardworking individual to work as their BIA Coordinator to assist in organizing, coordinating and executing a variety of functions and events for the BIA. The main components of this position involve administration, special events coordination, membership engagement and communication/networking. While often working remotely from home, your responsibilities will include:

- Identify and create collaborative opportunities to assist in furthering BIA initiatives
- Network with the Ingersoll Museum staff, as well as other community organizations (OBIAA, Ingersoll Chamber of Commerce, Town of Ingersoll, etc.) and act as a liaison for acquiring information and identifying joint initiatives
- Develop, maintain and update content for the BIA's social media outlets (Facebook, Instagram and Twitter) and website, as well as oversee marketing efforts to promote Downtown Ingersoll BIA
- Develop and maintain relationships with Downtown Ingersoll BIA Business owners and staff, which will include assisting with membership deliveries
- Maintain the BIA's contact database and the emergency contact list
- Plan, coordinate, execute and attend BIA events i.e. Christmas Madness Week, Summer event(s)
- Coordinate, and attend, monthly Board of Directors meetings including room arrangements, procedural notices, agendas, record minutes and uploading content to the website
- Regularly review minutes of the Board of Directors and sub-committees to ensure the completion and follow up of outstanding motions and decisions
- Establish and maintain positive relationships with businesses, public officials, town staff, the media and general public

Let's talk about you

The Town of Ingersoll is seeking applicants with relevant administrative and event coordinator experience, preferably obtained in a rural municipal setting. To achieve success in this role, applicants must be able to demonstrate:

- Detail oriented, with strong time management, organizational and prioritization skills and a demonstrated ability to apply them to event coordination
- Excellent communication and presentation skills, both written and verbal
- Strong computer and social media skills
- Community minded, with a passion and knowledge of the Township of Ingersoll and the local business community

- Confidence to relate to all BIA members
- Ability to be a team player who is able to establish effective working relationships with a variety of work groups
- Ability to work autonomously

In addition to the above, applicants should possess:

- A college diploma in Administration or other relevant program
- At least 2 years of relevant working experience, preferably in a municipal setting
- The ability and interest to work flexible hours including evenings and weekends is required
- Physical capabilities; lifting 10-50 pounds infrequently, as required for set up/take down of events, and standing/walking for extended periods as needed for member visits and participation in events
- Must possess and maintain a valid "G" Ontario driver's license
- A clear criminal record check
- A reliable remote work set-up, including access to a high-speed internet connection

Hours of Work & Compensation

The incumbent will be required to work outside and beyond norm hours of work including evenings and weekends.

We offer a competitive salary range starting at \$24.84/hr. This position is expected to work approximately 16 hours per week.

Application Instructions

To explore this exciting opportunity further, qualified candidates are invited to submit their application in confidence, to the attention of Monique Donmoyer, Human Resources Coordinator, no later than **October 18, 2021 by 4:30pm.**

Monique Donmoyer

HR Coordinator

Town of Ingersoll

Monique.Donmoyer@ingersoll.ca

We will make accommodations available to applicants with disabilities upon request and throughout the entire recruitment process. Please advise the Town of Ingersoll of your COVID19 vaccination status and whether you require an accommodation.

While we appreciate all applications received, only those invited for an interview will be acknowledged. Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment.