

# Elmira BIA Job Posting

<b>Date:</b>	September 25, 2023
<b>Position:</b>	Program Coordinator
<b>Positions Available:</b>	One (1) Part-Time
<b>Wage Rate/Grade:</b>	\$25.00 per hour
<b>Hours of Work:</b>	10-25 hours per month

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The Downtown Elmira BIA is a group of volunteer business and property owners with a collective goal to beautify the Downtown Elmira area. We are passionate and enthusiastic about connecting with the community and maintaining a positive, bright, and welcoming place to visit, shop, and spend time.

We are looking for a Program Coordinator to undertake a variety of administrative and program management tasks. You will help in planning and organizing programs and activities as well as carry out operational duties.

This flexible position includes in-person meetings (mainly evenings), local site visits, and work from home opportunities, provided deadlines are met. Working hours are flexible, typically between 10-25 per month, around applicant's schedule.

## **Duties and Responsibilities:**

- Schedule and organize meetings/events and maintain agenda
- Attend monthly meeting, take meeting minutes, and distribute meeting minutes as required
- Maintain cloud-based files for record keeping
- Monitor BIA email inbox and respond/forward where necessary
- Maintain and update email list and contacts
- Create PowerPoint templates and populate as needed for community/Woolwich Council presentations
- Monitor budget and log/track expenditures/transactions
- Assist with receiving and processing payments
- Support the annual budget audit
- Create two social media posts per week (Instagram and Facebook) and manage comments
- Create other social media posts to support various special project/promotions
- Update WordPress website where required (training available)
- Participate in and contribute to various BIA events/projects
- Assist in research associated to projects (gathering quotes, identifying grant opportunities, vendor procurement)
- Other duties as assigned

## **Qualifications, Knowledge, Skills and Work Requirements:**

- High school diploma
- Two years' experience in a similar administrative or project coordinator role
- Experience using Microsoft Office Suite (online version as well)
- Proactive problem solver and can-do attitude
- Enjoys showing initiative and working independently to carry out tasks/projects/events
- Bonus: Lives in and is familiar with Elmira's history and culture
- Bonus: Experience with WordPress and social media management (training can be provided)

Interested applicants are invited to submit their resume via email to [hr@woolwich.ca](mailto:hr@woolwich.ca) prior to **4:00 pm, Friday, October 6, 2023. Please quote job posting 2023-BIA.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.