



Cobourg DBIA Administrator

Cobourg Downtown Business Improvement Area is seeking to hire a full-time Administrator to oversee and implement all programs approved by the DBIA BOARD. The DBIA is an association of 250+ small businesses and property owners located in south eastern Ontario. The Board of management is looking to hire an individual who is energetic and professional to lead the DBIA's operations.

As the DBIA Administrator, the successful candidate will lead the DBIA programs, which will include, but is not limited to; administering social marketing programs, the coordination of community events, regular communication with DBIA membership, advocating on behalf of the DBIA regarding issues facing local businesses, economic development activities, managing streetscape beautification, and working with the Town office to implement the DBIA's street event plans.

The position is an opportunity to find and implement programs that will shape one of the most desirable living areas in south eastern Ontario. The successful candidate for this position must have strong interpersonal skills with a passion for small business and economic development.

Position Duties

Administrative

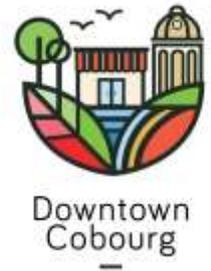
- Maintain and update the business member's database and directory
- Preparing, submitting and following up on all Provincial, County and Town permits and paperwork
- Monitor e-mail and telephone messages and replying accordingly
- Maintenance of BIA files and records.
- Co-ordinate the DBIA bookkeeping, budget and finances

Meetings

- Schedule meetings. Prepare agendas with Board Chair/ recording Secretary and contact all required members to attend.
- Attend all relevant meetings and working groups on behalf of the DBIA

Communications

- Update DBIA website on a regular schedule and facilitate social media and e-mail marketing activities.
- Prepare and distribute member correspondences as directed by the Board.
- Regular communications with DBIA members via site visits throughout the year.
- Meet with Federal, Provincial, Municipal and Community representatives about matters for DBIA interests.
- Prepare DBIA related press releases and other media materials for public information.



Maintenance and Repairs

Monitor all streetscape programs and permits as directed by the BOARD.

Monitor public works and related activities (sidewalk repairs, Hydro infrastructure for event projects) or other physical repairs/improvements in the DBIA area, work with the Town of Cobourg office to implement elements of the DBIA's streetscape plan for events.

Promotional Activities

Coordination of community events as directed by the DBIA Board. (These events may require additional responsibilities leading up to and addition to on-site supervision on the days of the event).

Administer and lead all DBIA events and programs through Social media and regular advertising (print, radio, posters and flyers) avenues.

Compensation: \$45,000 annually, plus a small benefit package.

Qualified candidates should submit their cover letter and resume via email to Cobourg DBIA Chair, Erica Cotton at cotton.e@mortgagecentre.com no later than Friday, September 17, 2021.

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