



Corso Italia Business Improvement Area (BIA) – Coordinator

Position Overview

The Corso Italia Business Improvement Area (BIA) is seeking an energetic, motivated, and community-minded **Part-Time Coordinator** to support the day-to-day operations of the organization and help strengthen the economic vitality, safety, and vibrancy of Corso Italia.

Reporting to the Board of Management, the Coordinator will play a key role in building relationships with local businesses, delivering events and marketing initiatives, coordinating streetscape improvements, and advancing the BIA's annual workplan.

The ideal candidate brings strong communication and relationship-building skills, a proactive and positive approach to problem solving, and a passion for marketing, community building, and main street revitalization. This role requires someone who is highly organized, adaptable, and able to balance multiple responsibilities—from supporting integrated marketing and communications activities to managing administrative tasks and engaging directly with BIA members and City partners.

This position may be full-time or part-time depending on the experience and capabilities of the successful candidate. Work will be a combination of remote (work-from-home) and in-person engagement in the Corso Italia community. While familiarity with the neighbourhood is an asset, it is not a requirement. Salary will be commensurate with experience.

Interested applicants are invited to submit a cover letter and resume to:

corso@TorontoCorsiItalia.com

More information about the Corso Italia BIA can be found at: www.TorontoCorsiItalia.com



Key Responsibilities

1. Member & Stakeholder Engagement

- Serve as the primary point of contact for BIA members, responding to inquiries and sharing information on BIA programs, City initiatives, and local issues.
- Conduct regular business outreach, including storefront visits, check-ins, and onboarding new members.
- Maintain and update the BIA's membership database, tracking business openings, closings, and ownership changes.
- Build strong relationships with property owners, resident groups, cultural partners, and institutional stakeholders.
- Prepare and distribute member communications, including a monthly newsletter, to keep businesses informed and engaged.

2. Liaison with City of Toronto Staff & Local Councillor

- Maintain effective working relationships with City divisions and staff.
- Coordinate City support for BIA initiatives such as events, public realm improvements, and revitalization projects.
- Prepare and submit required City permits and applications for BIA activities.
- Maintain ongoing communication with the local Councillor's office to align on neighbourhood initiatives and support community improvements.

3. Marketing, Promotions & Communications

- Support the execution of marketing and promotional initiatives that highlight BIA businesses, culture, and commercial offerings.
- Develop and distribute at least one monthly consumer-focused marketing newsletter.
- Manage the BIA's digital presence, including social media, website updates, event listings, and email communications.
- Respond to media inquiries as appropriate and support the BIA's public relations efforts.
- Create digital and print materials (graphics, posters, business spotlights, etc.) using standard design tools.
- Capture photography and content across the district to support storytelling and brand-building.
- Coordinate vendors, designers, and contractors involved in marketing, signage, and identity-related projects.

4. Event Planning & Program Delivery

- Assist in planning and delivering BIA events such as festivals, holiday activations, business promotions, and community celebrations.



- Manage event logistics, including outreach to businesses, scheduling, vendor coordination, and volunteer support.
- Prepare and submit permits for road closures, noise exemptions, insurance, waste management, and other City requirements.
- Provide on-site support during events, including setup, takedown, vendor management, troubleshooting, and business engagement.
- Track event budgets and prepare post-event summaries for the Board.

5. Streetscape, Cleanliness & Safety Coordination

- Oversee maintenance, repairs, and administration of streetscape assets including lighting, banners, planters, trees, seasonal décor, wayfinding, and music/sound systems.
- Maintain an inventory of BIA-owned streetscape infrastructure and track lifecycle needs, warranties, and service schedules.
- Conduct routine walkabouts to identify cleanliness, waste, graffiti, lighting, or safety issues.
- Report and track operational issues through City service channels or BIA contractors and ensure follow-up.
- Support public realm improvement projects by gathering business feedback, coordinating with contractors, and assisting City project teams.
- Monitor construction and public works in the district and provide timely updates to businesses.

6. Administration & Board Support

- Support development and implementation of the BIA's annual workplan.
- Prepare Board and committee meeting materials, including agendas, minutes, reports, and presentations.
- Plan and coordinate the Annual General Meeting (AGM), including notices, registration, logistics, and documentation.
- Prepare structured bi-weekly updates summarizing activities, project status, and key issues.
- Maintain organized digital and physical files related to operations, contracts, finances, and programming.
- Prepare grant applications and reporting materials, including data collection and documentation.
- Manage procurement processes in accordance with City of Toronto policies.

7. Finance & Bookkeeping

- Prepare and track accounts payable and receivable, ensuring timely and accurate financial records.
- Issue cheques and facilitate officer signatures in accordance with BIA financial policies.



- Reconcile monthly bank statements and maintain petty cash.
- Maintain bookkeeping records in QuickBooks (or other BIA financial systems).
- Assist in preparing the annual budget and tracking expenditures against approved allocations.
- Manage City levy receipts, funding disbursements, and related administrative requirements.

8. Other Duties as Required

- Participate in City of Toronto BIA Office meetings, training sessions, and networking events.
- Represent the Corso Italia BIA professionally at meetings, community events, and public activities.