

## **JOB DESCRIPTION – ADMINISTRATIVE & MEMBERSHIP SERVICES COORDINATOR**

**Reporting To:** Downtown Brampton BIA Executive Director

### **Roles & Responsibilities:**

Under the direction of the Executive Director, coordinate, oversee & execute all aspects of Administration and membership inquiries.

### ***SPECIFIC RESPONSIBILITIES***

#### **Administration Support for Office:**

- Maintain a close working relationship with the Executive Director
- Greet visitors to the office and assist them with all inquiries
- Maintain office supplies, purchase requisitions and work orders
- Process incoming and outgoing mail, A/P & A/R and deposits
- Type correspondence, meeting minutes, reports, letters, proof-reading correspondence and drafting correspondence as required
- Respond to telephone and email inquiries and perform reception duties as required
- Arrange meetings and appointments for the Executive Director, BIA staff and Board of Director minutes & BIA Committee meetings
- Attend and serve as Minute Taker at department staff meetings and other meetings, when requested
- Maintain corporate records for the Downtown Brampton BIA including BIA Committee Minutes, Registry of Directors, and monthly updates for the BIA Membership Business Database, Directory updates on website, Media database, Sponsorship database and Special Event Suppliers database and monthly staff time sheets

#### **Membership Engagement:**

- Annual Membership Engagement Workplan
- Coordination of Membership Welcome Package & Booklet
- Membership Relations - reach out to incoming and outgoing businesses – i.e. set-up initial meetings with new and old businesses
- Membership Communications: BIA Membership e-News, Media Releases, (i.e. send out electronic e-mails to the media re upcoming event.)
- Membership Events: Co-ordination of the BIA Business Mixers, BIA Volunteers Recognition Night, the BIA AGM, and assist with membership engagement at large.
- Articles for BIA Membership Engagement e-News (bi-weekly)
- Administration - Coordination of mailing/distribution of the Downtown Brampton BIA quarterly Newsletter
- Assist with Events & Marketing as directed by the Manager
- Assist in the development, organization and implementation of special events.
- Handle the BIA Membership volunteer program and general volunteers year-round.
- Conduct membership surveys when necessary.
- Assist with membership deliveries. Participate in proofreading of all outgoing material.

**Reporting Structure:**

This position reports directly to the Executive Director of the Downtown Brampton BIA.

**Skills Requirements:**

- Extremely strong interpersonal and customer service skills;
- Very strong computer skills, including: Word, Excel, Power Point, Access, Internet, Outlook;
- Must be a detail oriented person and a self-starter with exceptionally strong organizational skills;
- Must be able to work independently and as a member of a team;
- Must be able to take direction and execute on project management tasks; and
- Strong oral communication skills. Languages – English oral, reading and writing with additional working knowledge of other languages considered an asset.

**Education Requirements**

- College Degree or an equivalent in Business Administration, Legal Administration, Business, Marketing, Communications or related field;
- Preferred two years of relevant work experience; and
- Corporate and municipal/government experience is an asset

**Work Conditions:**

Office environment with regular hours of operation (8.30 am to 4.30 pm) with the understanding that the role requires after-hours commitments to include meetings, networking, event attendance, limited travel, meeting with suppliers, volunteers and other stakeholders.

Work hours shall be structured – in advance – to manage the duties within the 21 hours allocated weekly. When required, lieu time shall be accrued to compensate for time over 21 hours with the approval of the Executive Director. Having a valid Driver's License is an asset.

Physical abilities include light lifting, attending events (may include standing for extended periods and working different features), stairs and other similar demands.

Hourly rate will be \$16.00 – \$18.00/hour

**Interested candidates should apply by email to: [suzy.godefroy@brampton.ca](mailto:suzy.godefroy@brampton.ca)  
by January 18, 2017 at 5 p.m.**