

Pembroke Business Improvement Area Facilitator

Position Summary:

The facilitator will provide administrative support, customer service and general assistance to the PBIA. They will report directly to the PBIA manager. This is a part time permanent position working 5 – 15hrs per week. Starting wage \$15/hr. flexible hours.

Responsibilities include but are not limited to the following:

- Support implementation of programs and policies as approved by the Board
- Support implementation of special events and festivals
- Support financial management and human resource co-ordination
- Assist in the co-ordination of joint partnerships between the PBIA, the City and other stakeholders
- Establish, encourage and maintain positive, constructive and proactive relationships with the PBIA members as well as those non-members whose actions can impact the PBIA
- All administrative functions of the PBIA

Duties of the PBIA Administrator include the following:

Administrative

- Schedule meetings and prepare agendas with Manager;
- Prepare and distribute committee minutes or notes, follow-up on issues as required;
- Responsible for regular office operations such as filing, folding, stuffing and mailing;
- Maintaining mailing lists (members, media, committee members, etc.); and
- Prepare cheque requisitions, invoices and other financial documents including but not limited to event costing and draft budgets for Board approval;
- Support seeking out of government program funding and submit applications accordingly.

Meeting Organization

- Reserve appropriate meeting location;
- Make all required physical arrangements including refreshments, seating etc.;
- Contact all required committee members and other interested parties to attend.

Communications

- Help prepare, produce and distribute member newsletters;
- Draft materials for distribution to the local community through appropriate media (door-to-door, local newspaper, etc.);
- Assist in the preparation of press releases and other media materials;

Maintenance/Repairs and Beautification

- Provide support for beautification projects including but not limited to floral displays
- Monitor public works and related activities (sidewalk repair, garbage receptacle and bench replacement, garbage collection, power infrastructure projects, other physical repairs/improvements) in the PBIA

Promotional Activities

- Provide support as needed for carrying out the marketing plan

- Support Manager in running major and minor promotional events

Qualifications

- Possess a BA or equivalent work experience in business administration, business, planning, communications or marketing
- Must be a self-starter and possess strong organizational skills
- Exceptional inter-personal skills and strong verbal & written communication skills
- Ability to work within an environment of diverse interests
- Motivated, organized and able to concurrently manage projects and initiatives of moderate and high complexity, working tenaciously to meet or beat deadlines
- Advanced knowledge of spreadsheets, word processing and social media platforms Facebook and Instagram.

If you are interested in the position, please email your cover letter and resume to Bethea Summers PBIA Manager at pbia@downtownpembroke.ca

Thank you to all who apply, only those selected for an interview will be contacted.