

IDA Canada is looking for a Coordinator. This role reports to the IDA Canada Board of Directors and IDA Board of Directors. This position starts in June 2017 to August 2017.

Core Responsibilities

The position has 4 core areas of responsibility:

Member & Stakeholder Engagement

- Coordinate and Liaise with International Downtown Association (IDA)
- Development and implementation of a membership recruitment and retention strategy for IDA Canada members
- Establish working relationships with IDA Canada members
- Update working database of members and all BIAs/BIDs in Canada as required
- Other member and stakeholder engagement duties as assigned

Coordination of ongoing administration projects

- Assist with soliciting Canadian content for conferences and awards
- Co-ordination of all Board and general membership meetings. This includes, but is not limited to; preparation & distribution of meeting agenda & minutes, taking detailed minutes during meetings and following up on issues as required
- Manage the day-to-day operations of the IDA Canada office. This includes but is not limited to filing, mailing, maintenance of mailing lists and preparation of cheques and invoices.
- Implement programs and policies as approved by the Board
- Act as a custodian for the IDA Canada brand & logo
- Ensures computer templates, software and related licenses are current
- Ensure IDA Canada website is updated on a weekly basis
- Ensure IDA Canada content is included in the IDA newsletter
- Build awareness of IDA Canada
- Other Coordination of ongoing administration projects duties as assigned

Research, analysis and data gathering for a wide range of metrics

- Provide specific metrics for events and initiatives undertaken by the IDA Canada, to set baselines and assess performance over time
- Coordination and production of all internal surveys and infographics
- Researching and developing reports
- Other research, analysis and data gathering duties as assigned

Coordination of IDA Canada's social media content and analytics

- Act as custodian of IDA Canada's social media "voice"
- Act as the primary content-builder for Twitter, Facebook and other social media channels as may apply
- Produce monthly social media dashboards, which include important metrics such as; impressions, reach & growth in followers.

- Other coordination of IDA Canada’s social media content and analytics duties as assigned

SKILLS AND QUALIFICATIONS

The ideal candidate must be a responsible, organized and a motivated self-starter, capable of taking direction from the Board and implementing such direction with minimal direct supervision.

- A minimum Bachelor’s degree in Economics, Commerce, Urban Planning or equivalent.
- Superior interpersonal and problem-solving skills, with strong communication skills – spoken and written.
- Skilled at a range of social media channels and willing to learn new channels as required.
- Able to work in a pressured environment.
- Fluent in English for both verbal and written communication. Fluency in French is an asset
- Demonstrable project management skills, and the ability to manage multiple project timelines and deliverables at the same time.
- Must have strong research and analytical skills
- Ability to think creatively to address challenges
- Able to interact with a variety of stakeholders, from tourists on the street to corporate executives.
- Must have flexibility to work some evenings/weekends as required.
- Ability to work on multiple projects with varying deadlines under pressure.
- Excellent computer skills: including Microsoft Office applications.
- Experience working in a municipal environment, or with a Business Improvement Area is an asset.

To apply

Please submit a cover letter and resume to:

Jessica Hoang
 Community Relations Manager
 Downtown Yonge BIA
 Email: jhoang@downtownyonge.com

About IDA Canada

IDA Canada, a national coalition of the International Downtown Association, represents organizations across the country that manage Canada's business districts, making them vital places in the nation's identity and key centres of economic wealth. Canadian business neighbourhoods and city cores are varied in form, size and make-up and yet across the country, these business districts play an important role in communities locally, provincially and nationally.