The Downtown Simcoe BIA is Seeking a Full Time Coordinator To Lead Our Organization

Overview:

The Downtown Simcoe BIA is seeking a dynamic and creative individual for the full time position of Coordinator to lead our organization, build relationships, develop strategy, and execute new and ongoing initiatives. Reporting to the Board of Management, the Coordinator provides leadership, direction, and works with the Board to achieve our mission, objectives, and the strategic plan. You will act as a liaison between our members, volunteers, government, and other community partners. The Coordinator is responsible for overseeing the delivery and implementation of all programs and services, including the daily operations, finance, communications and marketing, as well as community and public relations.

About Us:

The Downtown Simcoe Business Improvement Area (BIA) represents a diverse and thriving commercial district in the heart of downtown Simcoe. We are dedicated to enhancing the neighbourhood's economic vitality through strategic marketing, community engagement, and streetscape improvements. Our initiatives are funded through a special levy on commercial real estate within our boundaries.

Key Responsibilities:

Coordinator's Responsibilities

- Develop strategies and implement programs for the betterment of our members.
- Create a vision for the organization and share ideas with the Board of Management
- Assist in the development of the BIA's marketing plan
- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered contribute to the organizations mission and reflect the priorities of the Board of Management

Relationships and Networking

- Maintain strong relationships with community groups, Norfolk County staff and members of council, and other organizations to further the vision of the BIA

- Liaise with local media and negotiate competitive rates for marketing and promotional materials
- Build strong relationships and maintain effective communication with our members
- Act as a spokesperson for the organization; answer inquiries from members of the Board of Management, members of the BIA, media, and the general public
- Represent the BIA at community events to enhance the organizations community profile

Leadership and Administration

- Manage the day to day administration of the BIA office
- Assist in recruiting Board of Management members and volunteers
- Administer the funds of the organization according to the approved budget, monitor the monthly expenses, and provide detailed and timely financial information to the Board of Management
- Implement, evaluate, and revise policies and procedures

Board Responsibilities

- Prepare for, attend, and participate in the Board of Management meetings
- Provide support to the Board by preparing the meeting agendas, meeting minutes, and supporting materials
- Provide detailed financial reports to the Board on a monthly basis
- Work with the Board of Management to develop a vision and strategic plan to guide the organization
- Act as the Secretary for the Board of Management

The Successful Candidate Will Possess the Following:

Education

- A diploma or degree from a recognized post-secondary institution, or the equivalent combination of credentials and experience

Experience

- Five (5) or more years of recent experience in a leadership role
- Background in community development and/or economic development is preferred
- Demonstrated experience in managing budgets, project management, and event management

Knowledge, Skills and Abilities

- Familiar with the basics of social media management and marketing
- Knowledge of the Town of Simcoe and Norfolk County is preferred

- Strong oral and written communication skills, and the ability to effectively communicate with the Board, our members, and the general public
- Strong organizational skills with the ability to prioritize and complete multiple tasks within specific timeframes
- Demonstrated ability to build and maintain strong relationships

NOTE:

- It is understood that not all applicants will have a comprehensive knowledge of both communications and finance
- Based on the successful applicant's qualifications and work experience, part time support may be offered in the area of communications and/or finance

Hours of Work:

- The Coordinator's work week consists of thirty-five (35) hours
- Some evening and weekend work may be required to attend meetings and events
- Flex time is available to compensate for work outside of the regular office hours

Compensation:

- The compensation for the Coordinator's position is based on a range of hourly rates of $25.75 to $31.93 per hour
- In addition, the Coordinator will receive 4.0% vacation pay, to be paid on each pay period
- There are no paid benefits for this position other than the mandatory federal and provincial requirements

How to Apply:

- Interested applicants should submit their cover letter and resume to director@downtownsimcoe.com, with the subject heading Coordinator

Deadline for Applications

- Applications must be received by 5:00 PM Monday December 14, 2026
- Any applications received after that time and day will not be considered for the position

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