

Social Media + Communications Coordinator (Contract)

Application Deadline: Sun, Oct 11, 2026 at 11:59 pm EST

Wage: \$20 per hour, Part-Time, 24 hours/week

Terms: Temporary contract from Oct 2026 - Mar 2027 (contract extension TBD)

Location: Hybrid Work, 1 to 3 days in-office (TBD) at the Yonge + St Clair BIA Office, 1 St Clair Avenue West, Toronto

Start Date: As early as Oct 22, 2026 (TBD)

The Yonge + St. Clair BIA is seeking a contract Social Media + Communications Coordinator to run its social media accounts, while supporting digital and print campaigns for a multi-month contract, with contract extension to be determined by the end of Mar 2027.

This position is within the Economic Development industry, a multi-disciplinary field focused on making urban districts more competitive and attractive: blending private-public policy and infrastructure, festivals and events, public relations, and marketing into a single office function. As a Coordinator in a small and cross-functional professional team, you'll get exposure to all of it.

About

The Yonge + St. Clair Business Improvement Area (BIA) was founded in 2018, and is one of Toronto's most dynamic business districts. Our organization exists to drive economic development, plan streetscape improvements, implement community initiatives, and to deliver signature events for the 450 businesses, 90 property owners, and 14,000 daily office commuters in the district. Our funding is received through a special levy on commercial real estate within our boundaries. Led by an elected Board of local business representatives, the BIA works under the purview of Toronto City Council to deploy strategic investments - with BIA staff regularly working on the ground within our community directly with local business owners, members of public and project stakeholders to deploy new initiatives.

Opportunity

Reporting to the Executive Director and the Marketing Manager, the Social Media + Communications Coordinator will be responsible for the successful planning, organization, and implementation of targeted Social Media + Communications operations and projects.



Responsibilities

- + Create and execute original social media content; specializing in Reels-style video, from vlog and on-camera segments to voiceover clips, aligned with the BIA's ongoing content strategy
- + Serve as the on-camera face of the BIA's social media presence, appearing regularly in video content
- + Plan, draft, and publish a consistent calendar of posts across the BIA's channels
- + Under the direction of the Executive Director and the Marketing Manager and consulting with the Events Manager, assist in preparation of scheduled internal and external marketing and communication items.
- + Support on-brand, graphic design and marketing collateral as needed for various digital and print campaigns across the organization.
- + Draft and publish timely and relevant website articles and content (yongestclair.ca)
- + Regularly monitor and report on established KPIs, goals, and budgets related to assigned marketing content via Hootsuite.
- + Stay informed and adhere to industry trends, best practices, and BIA regulatory requirements related to marketing, communications, and community engagement
- + Engage in face-to-face business and community outreach relevant to the marketing content calendar.
- + Attend and present at Committee meetings where required

Qualifications

- + Experienced with Reels, video and audio editing
- + Strong eye for design and proficiency in Adobe Creative Suite (Indesign, Photoshop) considered an asset
- + Public speaking skills and comfort with a public, digital presence are considered an asset.



+ Experience with social media, communications, public relations, marketing, graphic design, or other relevant practice, and/or relevant post-secondary experience within these fields

How to Apply

Submit a cover letter and resume with the subject line "Social Media + Communications Coordinator, Contract - [Your Full Name]," along with a portfolio of works if relevant to info@yongestclair.ca no later than 11:59 PM EST on Sun, Oct 11, 2026.

Timeline

Oct 11: Applications due

Oct 12-13: First-round candidates selected

Oct 14-16: Interviews

Oct 16: 2nd round interview candidates selected for brief assignment

Oct 20: Interview assignments due

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