

YONGE + ST. CLAIR

Yonge + St. Clair Business Improvement Area Manager of Events (Full-Time Position)

Application Deadline: February 7th, 2025 at 5:00 pm EST

Pay Rate: Starting at \$60,000 based on experience

Term: Full-Time 35 hours/5 days per week (Hybrid in-office and from-home work schedule)

Location: 1 St Clair Avenue West, Toronto, Hybrid office model

Overview:

Are you a self-driven event planner with a knack for taking full ownership of projects from roadmapping to completion? We're seeking a dynamic individual to independently execute our 2025 event program. As an event planner, you'll have the opportunity to shape and lead these events, planning and executing rapidly, translating our BIA's objectives into memorable experiences for the community.

About Us:

The Yonge + St. Clair Business Improvement Area (BIA) was established in 2018 and is one of Toronto's most vibrant business districts. Our mission is to drive economic development, enhance public spaces, and deliver signature events for the 450 businesses and 14,000 employees in the district. Our efforts are funded through a special levy on commercial real estate within our boundaries.

Key Responsibilities:

Events

- Work with the BIA management and team to identify creative events aligned with BIA strategic objectives
- Plan, organize, and coordinate various events throughout the year, including our signature festivals, tactical programs, and partnership events
- Identify external event partners to roll out events (as needed)
- Serve as the primary point of contact for event-related inquiries, feedback, and concerns from stakeholders, participants, and the general public
- Represent the BIA at community meetings, networking events, and industry conferences to promote the organization and foster partnerships
- Develop schedules, retain consultants, maintain budgets, and execute on ongoing BIA-led events and event partnerships

Administration

- Stay informed about industry trends, best practices, and regulatory requirements related to event planning, marketing, and community engagement
- Coordinate with internal teams, including management, operations, and membership, to align marketing and event efforts with overall organizational goals and priorities
- Assist in the establishment of inclusive, positive, constructive, and proactive relationships with all BIA members and community stakeholders

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- Support the development of schedules, maintaining budgets, and executing on ongoing BIA-led events and partnerships
- Maintain accurate records and documentation related to event planning, marketing campaigns, budget expenditures, and stakeholder communications
- Supervise and mentor event planning assistants, interns, and volunteers to support event planning activities when assigned
- Attend, support and prepare presentations to the Marketing & Events Committee and Board of Directors Meetings

Stakeholder Engagement:

- **Act as the go-to contact** for all event-related inquiries, feedback, and concerns.
- **Build and nurture relationships** with local businesses, community groups, and key stakeholders, ensuring their involvement and satisfaction.

Post-Event Evaluation:

- **Conduct thorough post-event evaluations** to assess success, gather feedback, and identify areas for improvement.
- **Provide actionable recommendations** for future events, helping us to continuously improve our community offerings.

Qualifications:

- **Proven experience** in independently planning, coordinating, and executing events, ideally within a community-focused or non-profit setting.
- **Strong organizational and project management skills** with the ability to take full ownership of tasks and meet deadlines within a short-term contract.
- **Excellent communication and interpersonal skills**, with a talent for engaging and collaborating with a diverse range of stakeholders.
- **Demonstrated ability** to manage budgets effectively and negotiate with vendors and service providers to achieve the best outcomes.
- **Self-motivated and able to work independently**, while also being a collaborative team player when needed.
- **Flexible schedule** with availability to work evenings and weekends as required to ensure the success of the events.
- **Proficiency** in Microsoft Office, Google Suite, and other relevant software applications for event planning and coordination.

Why Join Us?

The Yonge + St. Clair BIA offers a unique opportunity to contribute to the vibrancy of one of Toronto's most dynamic districts during a crucial period. You will work in a supportive and inclusive environment that values creativity, collaboration, and community engagement.

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We are committed to diversity and inclusivity in employment and welcome applications from qualified individuals of all backgrounds.

Application Process:

If you are excited about this opportunity and meet the qualifications, we encourage you to apply.

Submit a cover letter and resume with the subject line “**Events Manager + (Your Full Name)**” to info@yongestclair.ca no later than **5:00 pm EST** on **Friday, February 7th, 2025**.