

**PEMBROKE BUSINESS IMPROVEMENT AREA
JOB DESCRIPTION**

TITLE:	Downtown Facilitator
REPORTS TO:	Pembroke Business Improvement Area Manager and Board Chair

EDUCATION, SKILLS, ABILITIES:

1. Possess a BA or equivalent work experience in business administration, business, planning, communications or marketing
2. Must be a self-starter and possess strong organizational skills
3. Exceptional interpersonal, verbal and written communication, marketing, public relations and organizational skills
4. Capable of working with minimal supervision in an environment of diverse interests, and have a high sense of responsibility
5. Proficient in the use of computer applications including Microsoft Word, Excel and Outlook
6. Detail-oriented

RESPONSIBILITY:

Reporting to the Pembroke Business Improvement Area (PBIA) Management Board through the Chair and the Manager, the facilitator provides administrative support, customer service and general assistance to the PBIA.

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:

Administrative

1. Schedule meetings and prepare agendas with Manager;
2. Prepare and distribute committee minutes or notes, follow-up on issues as required;
3. Responsible for regular office operations such as filing, folding, stuffing and mailing;

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4. Maintaining mailing lists (members, media, committee members, etc.);
5. Prepare cheque requisitions, invoices and other financial documents including but not limited to event and promotion costing for Board approval;
6. Support seeking out of government program funding and submit applications accordingly.

Meeting Organization

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

Communications

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

Maintenance/Repairs and Beautification

1. Provide support for beautification projects including but not limited to floral displays;
2. 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

1. Provide support as needed for carrying out the marketing plan;
2. Support Manager in running major and minor promotional events.

HOURS OF WORK:

1248 annually (24 hours per week)