



The **Campbellford BIA** is seeking qualified candidates for the position of Administrative Professional, supporting the BIA Board of Directors. This is a unique opportunity to support the growth of the Campbellford downtown core.

The focus of the role is to work with the BIA Board in an administrative capacity, performing the following tasks in approximately 8 hours per week;

- Monthly board meeting notification including agenda preparation and distribution
- Records and prepares the minutes of the meetings including motions, discussions, votes and decisions
- Distribute follow up minutes and action items to Board of Directors
- Point of contact for Directors, Members and the Community
- Liaise with the Municipality on specific requirements for the board
- Process invoices through the Treasurer
- Assist in the preparation of grant submissions, as required
- Prepare annual budget in conjunction with the treasurer for board approval
- Social Media account management to create awareness of BIA activities
- Website maintenance including meeting notices and by law updates
- Newsletter creation and distribution
- Daily management of BIA general email account
- Communicate regularly with businesses in the BIA regarding events, promotions and programs via email, Facebook, in person and over the telephone
- Event management and participation in conjunction with BIA committees
- Communicate with other BIA representatives to share best practices
- Other duties as assigned

Qualified applicants will:

- Possess strong communications skills (written and verbal).
- Possess strong interpersonal and relationship building/relationship management skills.
- Possess excellent organizational and time management skills.
- Be able to work independently from a home office
- Be able to use basic software and collaboration tools such as Microsoft Office Suite (Word, Excel, Outlook)

Please submit your resume to info@campbellfordbia.ca on or before **November 28th, 2021**