

Administrative Coordinator
Temporary Canada Summer Jobs Position
8-week position, 30 hours per week
Starts June 3, 2024
\$18.00/hour

Waterdown Village is a busy, vibrant downtown business area where engaged entrepreneurs, residents and visitors work, live, play and build community.

We're looking for an energetic team player to help us update, maintain, and streamline our member database across platforms. The coordinator will also support BIA staff in executing community events and programs. This may entail creating correspondence, tracking participation, coordinating logistics and helping with content creation. The position will work as part of a small team, focused on client service in support of local businesses and entrepreneurs.

Does this sound like you?

- This job is funded through the Government of Canada's Canada Summer Jobs program to create quality summer work experience for young people - **eligible applicants must be aged 15 to 30**
- Excellent with details, people, and words
- Enjoy working on a variety of different tasks, from one-on-one phone calls to verify accuracy of information to assisting with the planning and running events
- Creative thinker excited to support content creation and process improvements
- Not afraid to ask questions and get your hands dirty
- Proactive, self-starter; able to see things that need doing and do them
- Able to work occasional evening and weekend shifts
- Strong on a computer (Microsoft Office Suite, including Excel)
- Strong communication skills (written and verbal)
- Photography skills and experience working in Canva, Constant Contact, Word Press, and/or Facebook Creator Studio are definite assets
- Must be able to lift items of at least 35 pounds.

What you will gain working with the Waterdown Village BIA:

- Knowledge of our local business economy and the entrepreneurs who drive it
- What goes into running successful events and programs.

How to Apply:

- Send your resume and cover letter starting with 5 reasons we should hire you for this position to info@waterdownvillage.ca.

The Waterdown Village Business Improvement Area (BIA) cultivates a diverse, inclusive and respectful workplace. The BIA is an equal opportunity employer. We welcome applications from all interested parties. If you are a person a disability and have a question or require assistance with the application process, please email info@waterdownvillage.ca or call (289) 260-1261.