



## JOB POSTING

The [Bronte Business Improvement Area](#) (BIA) is seeking a **MAJOR COMMUNITY PROJECTS COORDINATOR**. Reporting to the Executive Director, this role offers a wonderful opportunity to support the vibrancy of Bronte's commercial district through community building, events, marketing, placemaking and beautification.

We welcome the interest of applicants with a passion for community, who are resourceful and collaborative, who enjoy being outdoors – and want to be part of an exciting summer season in Bronte. Applicants must be between 15 and 30 years of age and must be a Canadian citizen, permanent resident, or a person to whom refugee protection has been conferred.

A big *thank you* to the Government of Canada for its support through the Canada Summer Jobs Grant!

**Position:** Major Community Projects Coordinator

**Start Date:** June 23, 2025

**End Date:** August 24, 2025

**Total # of Weeks:** 9

**Hours Weekly:** 30

**Hourly Rate:** \$20/hour

**Work Schedule:**

**June 23 to June 27**

9AM to 3PM

**June 30 to August 24**

Sundays | 7AM to 3PM (July 6, 13, 20, 27 & August 3, 10, 17, 24)

Monday to Thursday | 9AM to 2:30PM

Fridays & Saturdays | OFF

Stat Holidays | July 1 & August 4

### ABOUT THE BRONTE BIA

The [Bronte BIA](#) is a non-profit organization and a local board of the Town of Oakville representing 175+ businesses within a 12-square-block district. It is focused on promoting economic prosperity and quality of life in Bronte Village through marketing, beautification, events, advocacy, economic development and tourism promotion.

### POSITION SUMMARY

- ✓ Support the behind-the-scenes coordination of the Bronte Farmers' Market
- ✓ Be on-site at the weekly Bronte Farmers' Market (every Sunday in July & August from 7AM to 3PM)
  - Assist with vendor set-up/teardown
  - Liaise with performers/vendors/visitors/Town staff
  - Conduct surveys
  - Ensure the space is left clean after each market day
- ✓ Manage the OPL ON THE GO Bronte Book Bike (re-stock with books, bring in/out and put on display daily in Bronte)
- ✓ Conduct daily micro-litter cleaning throughout the district

- ✓ Carryout a twice-weekly inspection of the *At Home in Bronte* Muskoka chairs
- ✓ Monitor public areas and report any issues to appropriate regional or municipal authorities, including but not limited to: overflowing garbage receptacles, weeds, graffiti, etc.
- ✓ Provide activation assistance to partner organizations and BIA-led projects that animate the public realm
- ✓ Engage with visitors in Bronte by distributing the Look Local Summer Guide and parking maps
- ✓ Engage with Bronte business owners by distributing BIA materials (parking maps, etc.)
- ✓ Support BIA social media and marketing activities (writing, photography, etc.)
- ✓ Attend Bronte BIA events and other local events when needed
- ✓ Create surveys that measure visitor experience/spending
- ✓ Conduct surveys to gather data for the BIA
- ✓ Compile a data collection report (end of summer project)
- ✓ Assist with administrative duties at the BIA office
- ✓ Support the coordination of events such as the *Bronte Falling for Fun Festival*

### KEY COMPETENCIES

- ✓ Must be a student between the ages of 15 and 30
- ✓ Must be a Canadian citizen, permanent resident, or a person to whom refugee protection has been conferred
- ✓ Interest in community building, economic development, tourism and event planning
- ✓ Ability to work flexible hours as needed
- ✓ Ability to work outside standing or walking for extended periods of time
- ✓ Ability to bring in/out and set-up Bronte Book Bike daily in Bronte Market Square or Bronte Heritage Waterfront Park
- ✓ A demonstrated self-starter
- ✓ A creative thinker
- ✓ Ability to communicate effectively and build relationships with a wide variety of stakeholders (staff, volunteers, community groups, market vendors, visitors, local residents, businesses, etc.)
- ✓ Confidence in talking to strangers
- ✓ Excellent organization and time management skills required to manage multiple projects at once
- ✓ Strong writing, judgement and decision-making skills
- ✓ Ability to work independently and as part of a small team

### HOW TO APPLY

Applicants are invited to send their resume and cover letter to Kylie Wilson, Executive Director, Bronte BIA via [info@brontevillage.net](mailto:info@brontevillage.net) by 5pm on Friday, May 16, 2025. Please put *Major Community Projects Coordinator* in the subject line. We'll be reviewing applications on a rolling basis.

The Bronte BIA is an equal opportunity employer and believes in the values of diversity, equity, and inclusion. Youth that are underrepresented in the labour market, including Black and other racialized youth, Indigenous youth, and 2SLGBTQI+youth are strongly encouraged to apply.