



MAJOR COMMUNITY PROJECTS COORDINATOR

Temporary Position, June 22 - August 30, 2026 | 30 hours weekly

The Bronte Business Improvement Area (BIA) is seeking a Major Community Projects Coordinator. Reporting to the Executive Director, this role offers a unique opportunity to support the vibrancy of Bronte's commercial district through community building, events, data tracking, farmers' market coordination, marketing, placemaking, and public realm beautification.

We welcome applicants with a passion for community, who are resourceful, collaborative, 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 22, 2026

End Date: August 30, 2026

Total # of Weeks: 10

Hours Weekly: 30

Hourly Rate: \$20/hour

Work Schedule:

- June 22 to June 26 | 9AM to 3PM
- June 29 to August 30:
 - Sundays | 7AM to 3PM (Bronte Farmers' Market – July & August)
 - Monday to Thursday | 5.5 hours daily
 - Fridays & Saturdays | OFF
- Stat Holidays | July 1 & August 3

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. We focus on promoting economic prosperity and quality of life in Bronte Village through marketing, beautification, events, advocacy, economic development, and tourism promotion.

POSITION SUMMARY

The Major Community Projects Coordinator will support **key summer initiatives** across Bronte, including:

Farmers' Market & Event Support:

- Assist with set-up/teardown of the Bronte Farmers' Market (every Sunday in July & August x 9 weeks)
- Liaise with vendors, performers, visitors, and Town staff
- Support BIA-led events, including Bronte Lake Notes, the Bronte Bachata Party and other community activations
- Assist with marketing, social media, and visitor engagement during events

Public Realm Beautification:

- Conduct daily micro-litter cleaning and monitor public spaces
- Inspect and maintain *At Home in Bronte* Muskoka chairs
- Report issues such as overflowing bins, weeds, graffiti to municipal/regional authorities
- Assist with activation and beautification projects to enhance public spaces

Data Tracking & Administration:

- Create and conduct visitor surveys at events and farmers' market
- Compile and analyze summer data to create end-of-season reports
- Assist with administrative tasks at the BIA office

Additional Responsibilities:

- Manage the OPL ON THE GO Bronte Book Bike (restock, display, daily set-up/tear-down)
- Distribute BIA materials, including Look Local Bronte Visitor Guide, event posters, parking maps, etc.
- Support BIA social media and marketing campaigns through photography, writing, and reporting

KEY COMPETENCIES

- Must be a student between 15-30 years old
- Must be a Canadian citizen, permanent resident, or a person with refugee protection
- Willingness to work every Sunday in July & August
- Willingness to work evenings to support Bronte events
- Interest in community building, placemaking, tourism, events, and public spaces
- Comfortable working outdoors, standing, and walking for extended periods
- Strong communication and relationship-building skills
- Organized, creative, and self-motivated
- Ability to work independently and as part of a small team
- Experience or interest in data collection, event coordination, and marketing is an asset
- Confidence in engaging with the public

HOW TO APPLY

Send your resume and cover letter to Kylie Wilson, Executive Director, Bronte BIA at info@brontevillage.net by **5PM on Tuesday, April 21, 2026**. Please include "Major Community Projects Coordinator" in the subject line. We thank all candidates in advance for their interest in this position. Only those applicants selected for an interview will be contacted.

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