

Job Title	Marketing and Administrative Assistant
Organization	Southampton Business Improvement Association (BIA)
Job Location	Southampton, Ontario
Position Type	Contract – Part Time-8 hours per week with flexibility
Job Description	<p>About Us:</p> <p>Southampton BIA is a non-profit organization set up to provide business promotion and beautification/streetscape efforts within Southampton.</p> <p><i>The members of the Southampton Business Improvement Area are a dynamic business collective fostering economic development through beautification and promotion bridging Southampton's heritage and our shared future.</i></p> <p>About the Role:</p> <p>The candidate will provide marketing initiatives and support through media (internet / social / radio and/or written) to promote Southampton Business community and the BIA membership. The candidate will be involved in the promotion of events and/or festivities undertaken by the Board from time to time. The candidate will also assist in a variety administrative duties and activities including receiving and handling information; filing; building and management of data base and some email correspondence.</p> <p><i>Duties:</i></p> <ul style="list-style-type: none"> • Communicating and delivering on the action items identified at the monthly Board of Management meetings and any identified at committee meetings. • Identifying and implementation of social media and other marketing opportunities • Some Networking with members • Assist in grant application processes • Augment BIA's online presence by constantly monitoring and updating BIA's online activities through use of social media • Flexibility with scheduling a must
Job Qualification	<p><i>Key Skills:</i></p> <ul style="list-style-type: none"> • Ability to work with MINIMUM supervision • Ability to meet deadlines and work with attention to detail • Strong organizational skill • High Level Understanding of HTML and Social Media • High level of skill with Microsoft Word, Excel and Outlook • Excellent Writing and Communication Skill • Excellent ability to interact with individuals and/or businesses within the membership – establish a “face” to the Board • Ability to Multitask • Past experience with marketing and promotion an asset
Resume Submission	Please email resume to southampton.bia@gmail.com

