

Job Opportunity: Administrative and Community Relations Coordinator (Temporary)

Organization: Port Credit Business Improvement Area (PCBIA)

Location: Port Credit, Mississauga, ON

Reports To: Executive Director

Hours: up to 30 hours; Hours outside of regular business hours — including evenings, weekends, and holidays — may be required to support events, activations, and special projects.

Position: This is a **temporary contract position** covering a regular staff leave, with an expected term ending in **mid-January 2026**.

The Port Credit Business Improvement Area (PCBIA) works together with its over 500 members to achieve goals that assist the continuously changing and growing business and tourist interests of the Port Credit designated area.

The PCBIA MANDATE, stated in its constitution, is to improve, beautify and maintain public lands and buildings with the BIA, and to promote the area as a business and shopping destination.

A key role of the PCBIA is to serve as a CATALYST AND INCUBATOR FOR COMMUNITY IDEAS AND EVENTS. The PCBIA also works to engage its business members in the evolution of Port Credit as one of Mississauga's PREMIER TOURIST DESTINATIONS.

Our Work Environment

At the Port Credit BIA, we take pride in offering a dynamic and inspiring workplace where creativity, collaboration, and community come together. Here's what makes working with us special:

- A beautiful setting: Enjoy an office that overlooks the stunning Credit River — a workspace with a view that inspires every day.
- A vibrant business network: Collaborate with over 500 local entrepreneurs and business owners, each contributing to Port Credit's thriving business community.
- Meaningful impact: Play a direct role in enhancing and positively shaping the community you work in.
- Cultural connections: Partner with a variety of arts and culture groups across Mississauga to bring creativity to life.
- Flexible hybrid model: Enjoy the best of both worlds with a hybrid office/work-from-home environment.
- A close-knit, energetic team: Join a small but mighty group that values collaboration, innovation, and fun.

Position Summary

Reporting to the Executive Director, the Administrative and Community Relations Coordinator plays a vital role in supporting the day-to-day operations and community engagement initiatives of the Port

Credit BIA. This position combines strong administrative and organizational skills with a passion for community building and stakeholder relations.

The Coordinator will provide administrative support to the Executive Director, manage communications with members and partners, and assist in the coordination of projects, meetings, and BIA initiatives. They will also serve as a liaison between the BIA and its member businesses, community organizations, and the public — fostering positive relationships, supporting local engagement, and promoting a vibrant main street experience #INThePort.

The ideal candidate is highly organized, detail-oriented, and a proactive communicator who thrives in a collaborative, fast-paced environment. They bring professionalism, integrity, and a strong sense of accountability to all interactions, ensuring that the Port Credit BIA's operations and community presence are efficient, welcoming, and impactful.

Key Responsibilities:

Administrative Support

- Provide day-to-day administrative support to the Executive Director.
- Manage general office operations, including filing, record-keeping, correspondence, and supplies.
- Assist with scheduling, meeting coordination, and preparation of agendas and minutes.
- Support financial administration, including processing invoices, tracking expenses, and maintaining accurate records.
- Maintain member databases, contact lists, and internal communication systems.
- Coordinate the preparation and submission of reports, presentations, and documentation as required.
- Uphold confidentiality and handle all information with integrity and discretion.

Community Relations and Member Engagement

- Serve as the first point of contact for member businesses and the community, providing courteous and professional assistance by email, phone, and in-person.
- Build and maintain strong relationships with BIA members, community groups, and stakeholders.
- Support communication initiatives, including e-newsletters, community updates, and social media content.
- Assist with membership outreach, ensuring that local businesses are informed and engaged with BIA initiatives.
- Coordinate and attend member meetings, workshops, and networking events.
- Promote awareness of BIA programs, events, and services that support the success of main street businesses.
- Represent the PCBIA at community meetings, events, and functions with professionalism and integrity.

Project and Event Support

- Assist in the planning and logistics of BIA events, promotions, and community activations.
- Support vendor coordination, volunteer management, and event documentation as required.
- Collaborate with the Marketing and Events teams to ensure consistent messaging and brand alignment.
- Attend events to provide on-site support and ensure smooth execution.
- Record and track participation, feedback, and outcomes to help evaluate program effectiveness.

Team Collaboration and Professionalism

- Communicate effectively with team members, partners, and the Executive Director to ensure open and transparent information flow.
- Represent the BIA with professionalism, integrity, accountability, and respect in all interactions.
- Contribute to a positive, collaborative, and solution-focused team environment.
- Uphold the PCBIA's mission and act as a trusted ambassador for the organization.
- Protect and be responsible for all PCBIA assets, materials, and property under your care.
- Perform other duties, projects, and ad hoc tasks as required to support the ongoing goals and operations of the Port Credit BIA.

If you are passionate about community engagement, local business support, and administrative excellence, we'd love to hear from you!

Please submit your **resume and cover letter** to:

 **info@portcredit.com**

with the subject line: **Administrative and Community Relations Coordinator – [Your Name]**

Applications will be reviewed on a rolling basis until the position is filled.

Rate of Pay: \$25.00 per hour