



The Carleton Place BIA (Business Improvement Association) is seeking applicants to fill the paid role of BIA Coordinator



The Carleton Place BIA serves approximately 150 businesses and property owners within the primary downtown core of the Town of Carleton Place. The organization is focused on beautification and visual improvements, coordination of marketing and marketing events and related business community needs.

Applicants are encouraged to visit:

Our website <https://downtowncarletonplace.com/>

Our Facebook page <http://www.facebook.com/DowntownCarletonPlace/>

Duties are varied but essentially are management in nature with a flair for marketing and business to business networking. A detailed listing of duties can be found on our website at <https://downtowncarletonplace.com/job/>

This is a job ideally suited to a self-starter who enjoys business to business networking and has a strong skill set in general administration including finances and budgeting, grant writing and a flair for marketing events and street beautification. This position works in collaboration with our social media support staff.

Hours: 25 hours per week with the possibility of growth commensurate with new funding projects.

Location: 136 Bridge Street Carleton Place, ON K7C 2V5

Salary: Commensurate with experience

Email applications to: hr@pombusinesssolutions.com Subject line: BIA Coordinator

Application Deadline: December 9, 2022

Only candidates selected for interview will receive official notification of their consideration.

We thank all who express interest in this opportunity