



Job Title: Membership Engagement Coordinator

Location: Peterborough Downtown Business Improvement Area (DBIA)

Reports to: Executive Director

Employment Type: Full-Time

Salary: \$45,000 - \$50,000

About the Peterborough Downtown Business Improvement Area (DBIA)

The Peterborough DBIA is dedicated to promoting and enhancing the economic, cultural, and social vitality of downtown Peterborough. We work closely with local businesses, community organizations and stakeholders to create a thriving, dynamic and inclusive downtown environment.

Position Overview

The Membership Engagement and Events Coordinator will play a key role in fostering strong relationships with our members, organizing impactful events and enhancing the overall downtown experience. This position requires a highly organized, proactive and community-oriented individual who is passionate about downtown Peterborough and committed to its growth and success.

Work Environment

This position requires the candidate to work on-site at the DBIA office in downtown Peterborough. Remote work is not available for this role.

Key Responsibilities

Membership Engagement:

- Implement strategies to engage, retain and grow the DBIA membership base.
- Serve as the primary point of contact for members, addressing inquiries, concerns and providing support.
- Conduct regular outreach to members to understand their needs and gather feedback.
- Maintain and update the membership database with accurate and current information.
- Create and distribute regular communications, including newsletters, updates and promotional materials.



- Organize member meetings, workshops and networking events to foster collaboration and community among downtown businesses.

Event Coordination:

- Coordinate and execute a variety of events that promote downtown Peterborough, including festivals, markets, etc.
- Work with vendors, sponsors and partners to ensure successful event execution.
- Develop event timelines and work plans, ensuring all events are delivered on time and within budget.
- Coordinate event logistics, including permits, rentals, entertainment, volunteers and day-of-event coordination.
- Evaluate event success through post-event analysis and feedback, continuously improving future events.

Community Outreach and Collaboration:

- Maintain strong relationships with local businesses, community organizations and other stakeholders.
- Collaborate with partners to identify opportunities for joint initiatives and cross-promotion.
- Act as an ambassador for downtown Peterborough, advocating for its interests and promoting its strengths.

Qualifications

- Bachelor's degree.
- Experience in membership engagement, event planning or a related role.
- Strong organizational and project management skills with the ability to multitask and prioritize effectively.
- Excellent interpersonal and communication skills, both written and verbal.
- Creative and strategic thinker with a proactive and solution-oriented approach.
- Ability to work independently and as part of a team, with a positive and collaborative attitude.
- Familiarity with the Peterborough community and a passion for downtown revitalization is a plus.



Skills

- **Team-Oriented:** Collaborative approach with the ability to work well in a team setting while also being able to work independently.
- **Problem-Solving Skills:** Resourceful and proactive in identifying issues and developing effective solutions.
- **Time Management:** Ability to manage multiple tasks and projects efficiently, meeting deadlines and prioritizing effectively.
- **Adaptability:** Openness to change and ability to adapt in a dynamic and fast-paced environment.
- **Customer Service Orientation:** Commitment to providing high-quality service and support to members and stakeholders.
- **Detail-Oriented:** Meticulous attention to detail, especially in planning and executing events.

How to Apply

Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and interest in the position to nour@ptbodbia.ca by August 16, 2024. Please include "Membership Engagement Coordinator Application" in the subject line.

The Peterborough DBIA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.