

St. James Biz

Position: Executive Director

Reports to: Chair of the St. James Biz - Board of Directors

Summary:

Responsible for overseeing all administrative and management responsibilities of the St. James Biz, including acting as a liaison for all members of the Biz zone.

Essential Duties and Responsibilities

Administrative

- Preparation of Agenda, Committee Reports, Financials, and any correspondence required for all monthly meetings, including General Board and Committee Meetings
- Attendance at all monthly committee and Board Meetings
- Review and preparation of all minutes of meetings
- Provide resource and support to the Board and all its committees and assists in Board recruitment and orientation.
- General office and administrative duties including acting as main contact for any St. James Biz zone information, efficient handling of all correspondence, including mailings to membership, city, province and partner organizations.
- Representing the St. James Biz at all partner organization meetings
- Ensure membership list is current and new members are informed of the benefits and programs of the St. James Biz
- Update the City of Winnipeg database with all new members to the biz zone on a monthly basis.
- Creation, distribution and maintenance of a community business directory
- Act as liaison for all members of the Biz.
- Attain quotations for all contract hires and renewals as per direction of the Board of Directors
- Prepare annual Grant proposals for Urban Green Team, Graffiti Grants, HRDC Student Grants.
- Research and propose to the Board of Directors any potential sources of revenue through Grants, Fundraising, Government Programs etc and create proposals/submissions on behalf of the St. James Biz
- Ensure organizational books including payroll are maintained in accordance with Generally Accepted Accounting Practices and requirements of the Province of Manitoba and the Canada Revenue Agency. (Payroll, Accounts receivable & accounts payable)
- Preparation of the annual budget, in consultation with the Board of Directors and its committees..
- Planning of the Annual General Meeting, including venue, invitations, notice packages, assistance with new Board Member recruitment, Board Member bios, etc. as required annually.
- Maintains all organizational files (electronic or hard copy), in a safe and secure environment. Files are to be kept current and in a manner that is well organized and accessible.

Seasonal

- Ensure proper maintenance of all equipment
- Ensure adequate supply of safety equipment (goggles, gloves etc)
- Ensure adequate supply of all material or product required for graffiti removal, planter maintenance, refuse cleanup etc.
- Maintaining and keeping current on all safety legislation and requirements and maintaining/updating policy and safety manuals.
- Monthly reporting of graffiti removal to the City of Winnipeg (square footage)

Marketing and Promotion

- Composition, printing and distribution of bi-annual newsletter.
- Website update and maintenance including but not limited to:
 - Membership updates
 - Board Members
 - Current events
 - Member spotlights
 - Blogging or social media if required
 - Domain registration / maintenance

Supervisory & Managerial Responsibilities

- Hiring and training of the Urban Green Team and Graffiti Removal Team.
- Supervision and support of the Urban Green Team and Graffiti Team during an approximate 4 month period annually.
- Prepares work schedules in accordance to Grant monies received or applied for.
- Ensure a safe workplace through proper handling and storage of all chemicals, paints, and supplies. Educate staff for proper use of all carts, pressure washers, paint sprayers and equipment. Report any incident or injury to the Board of Directors immediately.
- Oversee the work of all contractors and sub contractors of the Biz zone, including plant watering, annual plantings, maintenance of pots, planters and other belongings of the biz.
- Ensure all necessary permits are in place before the commencement of work by contractors / subcontractors and trades.

Qualification Requirements:

To perform this position to the satisfaction of the Board of Directors, an individual must have the ability to perform all of the duties set forth in the position description. The corresponding knowledge, skills and abilities are identified below.

Education and/or Experience

- Post secondary education in management or management experience equal to a minimum of 5 years

Language and Communication

- Ability to read and write correspondence, reports, budgets and proposals in a well formatted manner pursuant to business writing practices.
- Ability to network and communicate effectively to business professionals, government agencies, about the benefits, needs, programs and requirements of the St.James Biz.

Mathematical and Accounting

- Ability to perform basic bookkeeping tasks including: payroll, timesheets, accounts payable, business banking and invoicing.
- Basic numerical calculations

Computer, Technology, Websites and Social Media

- Basic computer use including a good working knowledge of Microsoft Office
- Knowledge of Simply Accounting, Wordpress, HTML, InDesign is an asset

Equipment Maintenance and Use

- Basic knowledge and ability in tool and equipment maintenance and use. Including Paint sprayers, pressure washer, painting and gardening tools etc.

Physical Demands

- While performing the tasks of this position, the individual will be required to perform certain functions that will require a level of physical fitness commensurate to those duties. Those tasks could include but are not limited to: heavy lifting in excess of 45 pounds, walking, cycling while carrying extra weight,

First Aid

- The employee must have current a First Aid Training Certificate
- CPR training is an asset but not a requirement of the position.

Additional Requirements

- Valid drivers license and use of vehicle
- Criminal Record Check
- Child Abuse Registry Check