



Comox BIA Executive Director

The Comox BIA is an organization with a purpose of creating a vibrant and energetic environment where our community and businesses thrive.

The Executive Director is responsible for the day-to-day operation of the Comox by the Sea Business in Action association (Downtown Comox BIA) in Downtown Comox, reporting directly to the Board of Directors. This position requires a very detailed oriented and technically savvy individual, who is outgoing, creative and tenacious, yet diplomatic. The position requires a self-starter and forward thinker as there is limited supervision to achieve results and meet deadlines. The candidate must possess a very strong set of creative marketing, analytical and social media skills.

The Executive Director is responsible for the day-to-day administration of the association and contract personnel, budget preparation and execution, work plan development and implementation, maintaining and fostering positive relationships with businesses, public officials, the media and general public, monitoring of special events and programs, and assisting all standing committees and sub-committees where needed.

Responsibilities include but not limited to:

- Support the BIA in executing their vision, mandate and action plans
- Organize and/or oversee BIA projects and events
- Assist with communications on behalf of the BIA including social media updates, marketing collaterals and e-newsletters and website content
- Maintain the list of members and associate members
- Organize Monthly Board meetings and annual AGM
- Attendance at Board, Committee and Task Force meetings
- Preparation and distribution of all Board meeting agendas and minutes
- Liaise with members and associate members; local government and other community partners
- Report results of meetings with partners and Board
- Awareness of regulations and issues affecting the Comox BIA members and taking action
- Other duties as assigned and needed

Compensation for this contract position is based on a monthly contract fee.

Please submit your resume to work.comoxbia@gmail.com by June 30, 2022.

Thank you to all those who apply, however only those selected for an interview will be contacted.