

EMPLOYMENT OPPORTUNITY
CLOSING TUESDAY OCTOBER 10, 2017

CDBIA - Who We Are

The **Chinatown District Business Improvement Area (CDBIA)** promotes economic and business development in Calgary's Chinatown District through quality public infrastructure (i.e. roadways, signage, parking, lighting, etc.), public safety (i.e. clean, clear and hazard-free environments), public security (i.e. fire, police, emergency medical services, and crisis management) provided by the municipality; business promotion and retail development programs in collaboration with business ratepayers; and business, tourism and economic revitalization initiatives in conjunction with external agencies (i.e. Calgary Economic Development, Tourism Calgary, Chamber of Commerce, etc.) that benefit the community as a whole.

CDBIA Roles Required

The CDBIA is hiring to fulfil the responsibilities of two roles: a **BIA Executive Director** and a **BIA Administrator** to provide a wide array of support to the Board of Directors including

- Advocating for Calgary Chinatown and CDBIA interests and opportunities;
- Undertaking ratepayer engagement matters and soliciting feedback from the ratepayers.
- Liaising with The City of Calgary, other Calgary BIA's and community associations for quality municipal services and infrastructure improvements.
- Engaging in communications via newsletters, bulletins, and social media to the Chinatown Community.
- Planning and coordinating events, and providing logistical support to the BIA.
- Supporting CDBIA Board of Directors' governance and on project-related initiatives.
- Providing office management, administrative and bookkeeping services.

Working as a team, the Executive Director is responsible for strategic and board initiatives; the Administrator is responsible for office and membership activities. Both will work under the direction and supervision of the CDBIA Executive Committee; Chair, Vice-Chair, + Treasurer. The Executive Director is the senior responsibility for BIA operations, administration and employed and volunteer people resources. These roles may be fulfilled by one or two positions depending upon the applicants.

Qualifications Required:

The candidates for both the Executive Director and the Administrator roles will have mature skills in

- Working well in a team environment;
- Providing governance, project, administrative and bookkeeping services;
- Creating stability amongst and managing effectively multiple priorities, inputs and projects;
- Communicating in the written, verbal and presentation form in English. The candidate must demonstrate strong written and verbal language skills in either Cantonese or Mandarin, ideally both. Chinese language proficiency is a valuable method of communication with ratepayers and the community as well;
- Engaging the ratepayers, community and visitors in Asian / Chinese culture and heritage interests;
- Utilizing technology communication skills including web content management and social media; and,
- Preparing documents using either Microsoft Office (Word, Excel, PowerPoint) and/or similar Google Apps.

These roles will have a high amount of visibility in the Chinatown Community and the successful candidate(s) must possess high quality customer service and cultural protocol skills. The successful candidate must also have high energy level and positive attitude and the ability to respect confidentiality, maintain compliance with policies and procedures, and adhere to fiduciary responsibilities. Good relationships and a friendly and receptive relationship with Chinatown merchants and association members is an asset.

Compensation and Benefits:

- These two roles will be required to operate a BIA office during Chinatown business hours Monday to Friday and on Saturday. Shift work hours will be an expectation depending upon the role and the successful applicant(s) and event schedule.
- Salary and vacation benefits will be commensurate with the successful applicant; no other benefits are provided.
- The option to fulfil these responsibilities as a 'contractor' without typical employee benefits is an option.
- Private vehicle and parking is not a requirement as walking and mass transit options are available in the downtown.

**Applicants may send their application and resume to terry.wong@chinatowncalgary.com
or call Terry Wong, Vice-Chair at 403-918-7298.**