



St. Catharines Downtown Association
80 King Street, Suite 14
St. Catharines ON L2R 7G1
905-685-8424

Job Title: Office and Admin Support

Hours per week: 20hrs **Hourly rate:** \$19.00

Start Date: October 17, 2022 - April 21, 2023

Location: Downtown St. Catharines Association 80 King Street, Suite 14,
St. Catharines ON L2R 7G1

Level of Education: Post-Secondary career-related (Marketing, Digital marketing, Business enterprise development, Business administration)

Company Mission: The St. Catharines Downtown Association (SCDA) is a non-profit organization that represents over 700 members including commercial property owners, retailers, restaurants, and professional offices in the designated BIA (Business Improvement Area).

The mandate of the St. Catharines Downtown Association includes participating in programs aimed at the physical improvement and beautification of the core, as well as the promotion of the Downtown as a great place in which to shop, work, dine, play, meet, live, and explore.

Position Summary: Responsibilities include:

- Data Entry, filing, keeping accurate records and reports
- Keep website and events calendar up to date, draft newsletters
- Assist with outreach and member engagement
- Research into grants and draft applications
- Assistance with events and meeting
- Various administrative tasks and other duties as assigned

Skills preferred:

- Excellent interpersonal skills and client service skills
- Strong commitment to excellence and attention to detail
- Experience with updating websites and creative writing skills
- Exceptional time-management skills and the ability to manage multiple tasks
- Experience using computers and software, including Microsoft Office
- The ability to work well with cross-functional teams, including executive leadership and management.

Application Deadline: October 7th, 2022

Please send applications to Rachel Braithwaite at rachel@mydowntown.ca with your resume. Please reference the job title in the subject line.