



**Employer: Parry Sound Downtown Business Association**

**Job Title: Office Manager**

---

The Parry Sound Downtown Business Association (DBA) represents over 225 businesses and is currently recruiting for an Office Manager. The DBA is a local board of volunteers who are responsible for bringing business into the downtown through beautification projects, marketing, and events. The role of the Office Manager is to act as the face-to-face contact person of the DBA and to oversee the execution of the DBA's strategies under the direction of the Board of Management through the Chairperson.

### **Key Responsibilities**

- Serve as a member on the DBA Committee's (Beautification, Events, and Marketing); responsible for taking minutes, managing the tactical details, assisting with their budgets, and obtaining board approval as required
- Act as a liaison between the Board and DBA members to maintain open and clear communications of DBA activities, understand member needs and concerns, exchange ideas, obtain feedback, and send out monthly newsletters
- Liaise and maintain good working relationships with other organizations, associations, and government offices on behalf of the Board of Management and committees to ensure effective collaboration in support of DBA objectives
- Work with committee sponsors and outside person's or organizations and submit partnership opportunities to the board for consideration
- Search out and submit grant applications where appropriate and available
- Schedule monthly board meetings, collaborate and draft agendas with input from the Chair, and prepare special reports as required by the board
- Coordinate the logistics of the board meetings, prepare minutes for distribution, and follow-up on board decisions and key issues as appropriate
- Provide regular updates to the Board of Directors on the current DBA Strategic Plan, including bringing forward issues, recommendations and matters of importance to the business community to the board's attention, for their input and/or approval.
- Assist with special projects and initiatives that have been approved by the Board
- Give deputations to Council annually to provide updates on DBA activities
- Organize the DBA's Annual General Meeting
- Keep open communications with Social Media Manager for all projects and initiatives

- Update the DBA's website as needed
- Manage the administration of the DBA office including, budget planning that follows sound financial management and accounting principles, bill payments, petty cash, and control of expenditures

### **Desired Attributes/Skills**

- This position is well suited for a self-managed professional that takes initiative, is adaptable to change, and can work effectively with the general public and government officials alike.
- Effective group facilitation and networking skills
- Strong attention to detail
- Ability to work without direct supervision
- Excellent time management skills
- A practical understanding of the needs of the local business community
- Technical skills include proficiency with Microsoft Office programs
- Must be able to lift 35-50 LBS, stand and/or sit for extended periods of time.
- Must have own vehicle

### **Experience**

High School diploma (required)

Special consideration will be given to those who have proven similar experience

### **Hours of Work**

This is a permanent full-time position with up to 40 hours of work per week including some weekend and evening work as required. The Board requests there be one day a week that is standard for office regularity.

### **Hourly Rate**

\$18 - \$20 per hour depending on experience

### **Closing Date for Applications**

Until filled with the perfect candidate

### **How to Apply**

Please send your resume and cover letter, including two references, to April Denman at [downtown@psdba.ca](mailto:downtown@psdba.ca) or drop off a hard copy in a sealed envelope addressed to April Denman at the Town of Parry Sound Municipal Office, 52 Seguin Street.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.