



OTTAWA CHINATOWN
A multicultural village with an Asian flavour

Seeking an Executive Director

Organizational Background

Somerset Street Chinatown BIA was formed in 1989. It is a not-for-profit organization representing the interests of a commercial district, nicknamed the Ottawa Chinatown. The BIA's main responsibility is to work with its stakeholders to promote the economic development of the district through various marketing, beautification, and safety & advocacy initiatives.

General Job Description

We are looking for a dynamic individual to be our Executive Director. This could be a full-time or part-time permanent employment opportunity with flexible hours but result oriented. The BIA does not have a physical office; therefore, you would have the joy of working from home or operate on site in Chinatown where it is deemed appropriate.

Under the leadership/supervision of the Board of Management, the Executive Director is the face of the BIA membership and tasked with the day-to-day operations of the organization.

We invite you to apply if you think the following describes some of your strengths:

A passionate advocate who is:

- a quick learner of the environment and issues impacting the economic vibrancy of the businesses within the BIA boundary
- experienced in taking an advocacy role and representing the interests of an organization or a group
- with a deep understanding of opportunities and challenges related to main street businesses.

An effective connector who can:

- commit to spend the time to get to know the members, partners, and contractors and build strong working relationships
- demonstrate the ability to communicate with stakeholders effectively
- speak in public with confidence, write grant applications and prepare various reports



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A skillful general manager who can:

- develop, execute, monitor and report on an array of plans, activities and programs
- support the Chair and the Board by organizing board meetings, preparing the agenda and the minutes
- have basic financial management knowledge of budgeting and minor book keeping
- oversee contracts and monitor progress
- conduct marketing activities and manage events
- provide excellent services to BIA members, within the BIA mandate

We are looking forward to hearing from you and discussing our journey together! Please send your resume to info@ottawachinatown.ca before May 10th, 2021 and clearly explain your strengths and competencies in the following areas:

- Relevant work experience with a university degree
- Demonstrated track record in membership service, partnership building and project management
- Experience in not-for-profit sector and serving volunteer boards
- Strong communication skills both in spoken and written English, communication ability in Chinese or Vietnamese would be a great asset
- Proven experience in business management
- Knowledge of municipal affairs and experience of working with city departments will definitely be an asset.

Application deadline: May 10th, 2021

For more information about the Chinatown BIA, please visit www.ottawachinatown.ca