



448 Barton St. East, Unit 2,
Hamilton, ON L8L 2Y3

Contact Information:

Phone: 289-682-9472

Email: info@bartonvillage.ca

Website: <https://www.bartonvillage.ca/>

Job Title: Small Business Support Manager

Hours per week: 25hrs

Hourly rate: \$15.00

Start Date: August 23, 2021 (contract, 16 weeks)

Location: Flexible and dependent upon government requirements. May include working from home. Barton Village BIA, 659 Barton St E, Unit 102, Hamilton, ON L8L 3A3

Level of Education: Post-Secondary career-related (Marketing, Digital marketing, social media management, business enterprise development)

Company Mission: To create an environment that attracts new businesses and retains existing business through advocacy, promotion, and communication. www.bartonvillage.ca

Position Summary: Responsibilities include:

- Assist with executing Retention and Attraction programs for small businesses:
 - Mentorship program
 - Workshops and training
 - Introduce Member benefits program
 - Create support booklet for new businesses
- Support small businesses to help them create a digital presence
- Other duties as assigned

Skills preferred:

- Outgoing and excellent Interpersonal skills and client service skills
- Self-starter and good researcher
- Knowledge and experience with digital marketing
- Strong commitment to excellence and attention to detail
- Proven problem solver with solid analytical 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.

Requirements per funding:

Priority given to new immigrant and recent refugee youth, visible minorities, LGBTQ2 and youth with disabilities, must be under 30 years old – Per Canada Summer Jobs requirement.

Application Deadline: August 6, 2021

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