



## Terrace Downtown Improvement Area Society (TDIA)

Mailing address: TDIA, 3100 Kalum St, Terrace, BC V8G 4L1

Email: [info@tdia.ca](mailto:info@tdia.ca) | Web: [www.tdia.ca](http://www.tdia.ca) | [www.facebook.com/TerraceDIA](https://www.facebook.com/TerraceDIA)

### **TDIA PROGRAM COORDINATOR POSITION FULL-TIME/PART-TIME**

The Terrace Downtown Improvement Area Society (TDIA) is seeking a highly motivated, reliable and respectful person with good communication and listening skills, positive and inclusive attitude, proven ability to collaborate with others.

Duties will include:

- Engaging members and partners of TDIA
- Event planning
- Promotional campaigns
- Strategic Planning & Implementation

More at [www.tdia.ca](http://www.tdia.ca).

Please submit your application, including cover letter, resume and min. 2 references to TDIA by email: [nfo@tdia.ca](mailto:nfo@tdia.ca) or mail: 3100 Kalum St, Terrace, BC V8G 4L1.

The Terrace Downtown Improvement Area Society (TDIA) is a group of business and property owners that desire to improve our downtown by organizing community events, implementing safety & security, beautification projects, and marketing. Applications should be self starters who are passionate about building the Terraces community.

The role will include but is not limited to:

- Proactively engage members and partners of the TDIA to communicate events, changes and get input
- To be the driving force in organizing annual events and block parties
- Coordinating projects – beautification, safety & security, marketing, Grant writing
- Create and organizing regular workshops for members
- Collaborate with TDIA Board of Directors to carry out the vision
- Work with City of Terrace and other partners on relevant projects

Qualifications:

- Relevant experience and/or post-secondary degree
- Readiness to collaborate and work in different capacities as part of a team
- Excellent interpersonal skills, including the ability to build rapport and manage business relationships
- Drives projects independently while working in collaboration
- Works well under pressure, able to meet deadlines in a calm manner and work on multiple projects simultaneously
- Self-motivated, resourceful, and detail oriented
- Able to work flexible hours, events and weekends and during pre-planning phase