

District of Sicamous

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Sicamous is a thriving, diverse and beautiful four season community nestled in the natural beauty of the surrounding mountains, lakes and rivers. The community is the centre of recreation in the Shuswap and offers a unique and attractive place to live, work and play.

Competition Number: 10-2022
Job Title: Communications & Planning Administrative Assistant
Position Type: Temporary Summer Student
Expected Term: June 13 to August 19, 2022
Closing Date: Wednesday, May 18, 2022

In compliance with Article 10.01 of the Collective Agreement, applications are invited by the undersigned up to 4:30 p.m. Wednesday, May 18, 2022.

Reporting to the Corporate Officer and the Development Services Manager, this position will focus on all District communication initiatives including the 2022 General Local Election, the Shuswap Healing Centre project, the Shuswap Emergency Program and recreation and events; as well as coordinate public consultation for several projects including the Active Transportation Network Plan, Parks and Trails Master Plan and Main Street Revitalization.

Qualifications & Skills

- Enrolled and participating in a post-secondary degree program in Communications, Public Relations, Public Administration or Urban Planning or Geography.
- Demonstrated competency in Microsoft Office Suite, Adobe Photoshop, InDesign, Canva or Illustrator.
- Ability to work collaboratively with others and to contribute to a team environment.
- Ability to prioritize workloads, to work independently with minimal guidelines and supervision, and to perform tasks under periodic work pressure.
- Well-developed interpersonal communication and presentation skills.

Job Description: Attached.

Rate of pay: \$20.62 in compliance with Schedule A of the CUPE 1908 Collective Agreement

Hours of work: Monday thru Friday 7 hours per day between the hours of 8:30 am to 4:30 pm.

To explore this exciting opportunity, please email your cover letter and resume by May 18, 2022 at 4:30 p.m. to hr@sicamous.ca.

Posted this 25th day of April 2022.

Copies: CUPE, Notice Board(s), DOS Website, WorkBC