

POSITION

Administrative Assistant – Temporary Student Worker

NATURE AND SCOPE OF WORK

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.

DUTIES AND RESPONSIBILITIES

Without restricting the general nature and scope of the work, the following are illustrative examples of work expected of this position:

- Preparation of statutory notices, advertisements, news releases and website/social media posts.
- Acts as a liaison with local business owners, the Chamber of Commerce, First Nations and other industry and agency stakeholders to develop a communication and consultation strategy, survey tools and online and in person engagement.
- Development of a communication strategy to proactively improve communication with the community and key stakeholders.
- Support the Shuswap Emergency Program communication needs.
- Development and presentation of the project outcomes to Council and the community.

QUALIFICATIONS, SKILLS & ABILITIES

As an innovative, creative thinker this Student Administrative Assistant must demonstrate well developed knowledge of communications, public relations and public consultation and be able to work with minimal supervision. Key qualifications, skills and abilities will include:

- 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.

HOURS OF WORK & RATE OF PAY

Hours of Work – 8:30 a.m. to 4:30 p.m. (7 hours), Monday to Friday.

\$20.62 per hour in compliance with Schedule “A” of Collective Agreement CUPE Local 1908.