

Administrative Assistant - Recreation Programming

Job Duties/Expectations

The Administrative Assistant - Recreation Programming will work alongside the Clerk/CAO, Treasurer and administrative assistant fulfilling various clerical, research, planning, and programming activities.

The employee will participate in the programming, planning and administration of various special recreational events and programs specifically. Tasks may include: drafting, creating and producing advertising for upcoming events, social media (Facebook and Twitter) and web site updates, planning activities and assisting in managing and conducting special events.

The employee will be tasked with completing on-line research (of other municipal programs), creating brief staff reports (reporting findings); working together to create new policy/programming as per Council direction and available funding opportunities.

Assist in compiling and analyzing data to evaluate program decisions and components.

Focus on improving, creating and maintaining various social media tools to promote recreation in HCM.

The employee will interact verbally and in writing with the general public, with Council and with other municipal employees on a day to day basis, through written staff reports, social media updates, and posters/ads. The employee will also be required to be in attendance at various recreational events interacting with staff and patrons.

Answering telephones and conducting outreach may also be a component depending on the route Council takes.

The individual will be responsible for various duties:

- Planning and arranging events and activities
- Presentations through written material
- Research and reporting
- Creativity: Using their imagination in conjunction with the team to brainstorm and come up with new ideas to incorporate into the new programming or to problem solve.
- Organization: Arrange people/plan events/putting things in order so that they run smoothly.
- Instructions: Follow instructions well, ask questions when you do not fully understand instructions.
- Resourceful: Think of new, creative and different ways to do things when there are no obvious solutions available.

Preference will be given to those experienced in office administration, recreation programming and grant/special funding application. All other things being equal, preference will be given to local applicants.

Please submit resume and cover letter to hcmclerkmreith@gmail.com by 4:00 p.m. April 20, 2018. Or deliver to the municipal office 15 Township Hall Road, Stonecliffe, ON, K0J 2K0 clearly marked as to contents.