

Sunbury-York South Rural Community

Communication Specialist/Administrative Assistant

Competition #: 2024-03

Pay Range: Yearly Salary of \$60,700 - \$80,000 (\$2334.62 - \$3076.92 biweekly)

Levels of education, experience, and bilingualism will determine pay.

Hours of Work: 35 hours a week, Monday through Friday, 9–4 p.m. Occasionally need to work outside these hours and days.

Organization Overview: Sunbury-York South Rural Community is a vibrant and close-knit community next to the Capital Region. We are dedicated to fostering a thriving environment where residents can live, work, and play harmoniously. Our organization is committed to enhancing communication channels, fostering community engagement, and ensuring efficient administrative support to meet the needs of our residents.

Job Responsibilities:

Communication Specialist Duties:

- Develop and execute communication strategies to effectively disseminate information to residents, local businesses, and community stakeholders.
- Create engaging content for various platforms, including newsletters, social media channels, website, and community bulletin boards.
- Monitor social media platforms, respond to inquiries, and engage with community members to foster meaningful connections.
- Coordinate community events, workshops, and town hall meetings, ensuring effective communication and participation.
- Conduct surveys and gather feedback to assess community needs and preferences.

Administrative Assistant Duties:

- Provide administrative support to the Community Manager and other staff members, including managing calendars, scheduling meetings, and organizing files.
- Prepare and edit documents, presentations, and reports for community meetings and administrative purposes.
- Assist in maintaining accurate records and databases related to community projects, events, and resident inquiries.
- Handle incoming calls, emails, and correspondence and redirect them as necessary.
- Assist with logistics for community events and programs, including venue booking, vendor coordination, and materials preparation.

- Perform general office duties such as filing, photocopying, and ordering office supplies.

Asset Qualifications:

Preference may be given to candidates who demonstrate they have training or experience in one or more of the following areas:

- Previous experience in communications and/ or graphic design.
- Bilingualism (English and French)

Behavioural Competencies:

The successful candidate will possess the following behavioural competencies:

- Analytical Thinking/Judgement
- Client Service Orientation
- Information Seeking
- Initiative
- Results Orientation
- Teamwork and Cooperation

Technical Competencies:

The successful candidate will possess the following technical competencies:

- Written communication
- Consulting Skills
- Planning & Organizing Skills

Qualifications:

- A bachelor's degree in communication, Public Relations, Business Administration, or a related field is preferred but not required.
- Strong written and verbal communication skills with a passion for community engagement.
- Proficiency in Microsoft Office Suite and familiarity with social media platforms and communication tools.
- Excellent organizational skills with the ability to multitask and prioritize in a fast-paced environment.
- Previous experience in community outreach, event coordination, or administrative support is an asset.
- Genuine interest in rural community development and a commitment to serving the needs of residents.
- Proficient in English- spoken and written.

Benefits:

- Paid lunch hour
- Competitive salary commensurate with experience and qualifications.
- Opportunities for professional development and training.
- Meaningful work contributing to the growth and well-being of a vibrant new rural community.
- A supportive and collaborative work environment with a dedicated team of professionals.

How to Apply: If you are passionate about communication, community engagement, and administrative support, and are excited about the opportunity to contribute to the Sunbury-York South Rural Community, please submit your resume and a cover letter detailing your relevant experience and why you are the ideal candidate for this position. We look forward to welcoming you to our team!

Application Deadline: May 4th, 2024

Send resume and cover letter to : contact@sysrc.ca

No phone calls, please.

Only those who are selected will be notified for an interview.