



Job Title: Assistant Municipal Clerk and Communications Coordinator

Location: 1 School Street, St. George, New Brunswick

Position Type: Full-Time, Permanent

Working Hours: Monday to Friday, 8:30 AM – 4:30 PM

Reports To: Clerk/Chief Administrative Officer (CAO)

Job Summary:

The **Assistant Municipal Clerk and Communications Coordinator** provides essential administrative and communications support to the Clerk/CAO and the overall municipal office in Eastern Charlotte. This position is responsible for assisting with the day-to-day administrative functions of the municipality, including records management, meeting support, and correspondence. Additionally, the role involves handling internal and external communications, such as managing social media, developing content for the municipality's website, preparing newsletters, and coordinating public relations efforts. The ideal candidate will have excellent organizational and communication skills, with the ability to work efficiently and independently in a fast-paced environment.

Key Responsibilities:

- **Meeting Coordination & Documentation:** Assist in the preparation and distribution of Council meeting agendas and minutes. Ensure that meeting materials are compiled, organized, and distributed to Council members and the public in advance.
- **Records Management:** Maintain and organize municipal records, including legal documents, contracts, and other official records. Ensure proper filing and retrieval in accordance with municipal record-keeping policies and regulations.
- **Clerical Support:** Provide general administrative support to the Clerk/CAO and other municipal staff, including drafting and proofing letters, memos, and reports. Manage correspondence, including email, phone calls, and in-person inquiries.
- **Office Administration:** Assist in maintaining the smooth operation of the municipal office, including managing supplies, organizing meeting spaces, and ensuring that office equipment is in working order.
- **Website and Social Media Management:** Update and manage content for the municipality's website and social media platforms. Ensure timely and accurate dissemination of information regarding municipal services, programs, and events.
- **Public Notices & Newsletters:** Prepare and distribute public notices, newsletters, and other communications to keep residents informed about municipal news, events, and updates.
- **Press Releases and Media Relations:** Draft press releases and assist in media relations, including responding to media inquiries and coordinating interviews or public appearances as needed.
- **Internal Communications:** Work closely with municipal staff to ensure effective communication within the office and across departments. Help coordinate



interdepartmental communication and ensure staff are informed of important updates or changes.

- **Public Inquiries:** Act as a point of contact for inquiries from residents, community organizations, and other stakeholders. Provide information on municipal services, upcoming events, and procedures.
- **Community Event Support:** Assist with the promotion and coordination of community events, ensuring that event information is communicated to the public and necessary arrangements are in place.
- **Customer Service:** Provide high-quality, professional customer service both in-person and over the phone, maintaining a helpful and approachable demeanor at all times.
- **Support for the Clerk/CAO:** Provide general assistance as required to the Clerk/CAO in the performance of their duties, including scheduling appointments and assisting with project-based tasks.
- The assistant clerk is subject to the directions of the clerk and, in the absence or disability of the clerk or when there is no clerk, has all the powers and duties of the clerk.
- **Document Preparation:** Prepare and proofread reports, correspondence, and other documents as required by municipal staff or Council members.
- **Ad-hoc Duties:** Perform other duties as assigned by the Clerk/CAO or other municipal staff to support the ongoing operation of the municipal office.

Qualifications:

- **Education:** Post-secondary education in office administration, communications, public administration, or a related field.
- **Experience:** At least 1-2 years of experience in an administrative or communications role, ideally within a municipal or public sector environment.
- **Skills & Abilities:**
 - Excellent written and verbal communication skills, with an ability to communicate clearly and professionally with residents, staff, and media.
 - Strong organizational skills and attention to detail, with the ability to manage multiple tasks and meet deadlines.
 - Proficiency with office software (Microsoft Office Suite, email platforms, etc.) and basic content management systems (CMS) for website and social media updates.
 - Experience in managing social media platforms, creating engaging content, and using digital communication tools.
 - Ability to maintain confidentiality and handle sensitive information appropriately.
 - Strong customer service skills, with the ability to interact positively with the public.
 - Understanding of the Local Governance and Right to Information Act.
 - Ability to work independently and as part of a team.

