



Job Posting 24-20

Project Assistant

The Town of Cobourg is seeking a permanent full-time **Project Assistant** in the Community Services Division. This position will support the planning and execution of recreational and cultural programs, services, events and special projects.

REPORTS TO: MANAGER OF RECREATION AND WATERFRONT OPERATIONS

MAIN RESPONSIBILITIES:

- Coordinate many aspects for various cultural activities including but not limited to; determining timelines, minute taking, agenda preparation, creation of actions plans and schedules, maintenance of budgets, point of contact for inquiries, ensure deadlines are met, document and follow up on important actions and decisions;
- Assist with the coordination and completion of research projects and master plans;
- Establish and maintain working relationships with local cultural groups;
- Design and create original and engaging ads, promotions and campaigns for all classes, programs, activities and events for all social media platforms;
- Monitor, moderate and respond to comments, questions and messages on all social media platforms;
- Maintain, update and create new content for the Recreation & Culture department on municipal website;
- Administer CCC advertising contracts for Rink Boards, Signs within the CCC and Zamboni;
- Financial deposits for CCC, Legion Fields, Vending and Canteen;
- Bill and invoice all user groups monthly;
- Administrative duties including but not limited to; coverage for reception, vacation, sick days, coordinate and order yearly clothing for all CCC employees, complete and submit expense forms;
- Assist with events including set-up, take down, administrative assistance;
- Develop and maintain filing system; and
- Assist with seasonal allocations as required.

EDUCATION/EXPERIENCE/SKILLS:

- Post-secondary diploma in Business Administration, Project Management or a related field is required
- A minimum of 1 year related experience;
- Advertising, graphic design, social media and marketing experience required;
- Must possess strong customer service, program solving, communication (written & verbal) and organizational skills;
- Must possess strong computer skills with Microsoft Office programs and website management programs;
- Must be able to work well under pressure and handle stressful situations in a delicate manner;
- Must be able to work independently and as part of a team;
- Must be able to lift up to 20lbs and be on your feet for extended periods of time;
- Must obtain a Satisfactory Criminal Record Check upon employment;
- Must possess valid Standard First Aid Level A or must obtain within 60 days of hire; and
- Must possess valid Smart Serve certification or must obtain with 60 days of hire.

WAGE:

The position sits on Grade 5A of Schedule B - Inside Workers of the Collective Agreement. The starting wage is \$26.68/hr. which will increase every six months as per the Collective Agreement until it reaches job rate of \$33.35/hr. after twenty-four (24) months.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca **no later than May 22, 2024 at 4:00PM**. We thank all applicants however only those selected for an interview will receive a response.



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In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.