

The Town of Cobourg is seeking a permanent full-time **Project Assistant** in the Community Services Division. This position is responsible for supporting the implementation of the Cobourg Community Centre's marketing plan, supporting the execution of events and special projects, and performing administrative tasks to support the Recreation department in meeting strategic and operational goals.

REPORTS TO: MANAGER, RECREATION

MAIN RESPONSIBILITIES:

MARKETING/ SOCIAL MEDIA

- Create and publish original and engaging content showcasing all Cobourg Community Centre (CCC) classes, programs, activities and events across 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 department on the municipal website
- Work with Recreation Coordinator- Programs to develop monthly newsletters and quarterly program guides
- Plan, create, publish and share new content (including original text, images, video, etc.) on a daily basis that builds meaningful community connections, increases awareness, and encourages community members to engage with the CCC
- Create and maintain social media schedule, ensuring thoughtful rotation of content-focus and scheduling posts accordingly
- Utilize social media platforms to grow audience and increase memberships
- Work collaboratively with Communications Department to oversee site metrics and provide recommendations to Manager, Recreation
- Work collaboratively with Legislative Coordinator, Accessibility to share accessible and engaging content, upholding AODA legislative requirements

EVENTS

- Provide support to Recreation Coordinator- Events in all aspects of event planning by attending planning meetings, assisting preparation and supporting execution of events including set-up and tear-down
- Establish and maintain positive working relationships and rapport with local community groups
- Maintain inventory of event supplies, such as food, beverages, and alcohol
- Stock bar and provide bar service as needed for events involving alcohol sales, handling cash, debit and credit transactions
- Provide support to Recreation Coordinator -Events to generate and share event reports and evaluations

ADMINISTRATION

- Provide administrative support to internal and external meetings by preparing agendas, taking minutes, identifying and circulating action items and workplans to support departmental goals and timelines
- Provide assistance with financial deposits for CCC Reception, Vending, Canteen, and Legion Fields
- Administer CCC advertising contracts for Rink Boards, Zamboni, and Signage within the facility
- Send out invoices to user groups monthly, identifying overdue accounts and escalating to Recreation Coordinator -Events as needed
- Assist with sourcing of grants and provide support in creation of proposals
- Assist with preparation of final reports for grants and special projects
- Assist with seasonal allocations as required
- Maintain organized filing system
- Provide departmental coverage and assistance as necessary, including reception and programming

EDUCATION/EXPERIENCE/SKILLS:

- A post-secondary education in Marketing, Advertising and Promotion, Media Studies, Business Administration, or related field is required
- A minimum of 1-year experience in advertising, graphic design, social media and marketing is required
- Must possess strong customer service, problem solving, communication (written & verbal) and organizational skills
- Must possess strong computer skills (Microsoft Office suite, website management social media platforms, Canva, Constant Contact, etc.).
- Must be able to work independently and as part of a team
- Must obtain a Satisfactory Criminal Record Check upon employment
- Must possess valid Standard First Aid Level C or must obtain within 60 days of hire
- Must possess valid Smart Serve certification or must obtain within 60 days of hire

WAGE:

The position sits on Grade 4 of Schedule B - Inside Workers of the Collective Agreement. The starting wage is \$25.83/hr. which will increase every six months as per the Collective Agreement until it reaches job rate of \$32.29/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 November 29, 2024 at 4:00PM. Internal closing date for the role is November 15, 2024 at 4:00PM. We thank all applicants however only those selected for an interview will receive a response.

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.