



COMMUNITY IMPROVEMENT ASSISTANT (Summer Contract) JOB DESCRIPTION

Prepared April 2024

Position Title Community Improvement Assistant (Summer Contract)

Report to Title Community Improvement Coordinator

Position Details

Position status: Full-time Summer Contract

Location: Central Huron Municipal Offices, 23 Albert St. Clinton

Pay method: Hourly

Group Benefits: No

Normal workweek: 35 Hour work week

- (Typically 8:30 to 4:30 Monday to Friday, however this position at times works on a flexible work-driven schedule dependent on events and may include evening or weekend hours that would be included within a 35 hour work week)

A – RESPONSIBILITIES (includes accountabilities)

1) Scope of Position

- Assist the Community Improvement Coordinator with implementing the strategic goals, marketing plans and strategies of the Corporation of the Municipality of Central Huron.

2) Key Responsibilities

• Operations & Program Delivery

- Interact respectfully with public
- Create media releases, social media posts, grant applications
- Learn the municipal hierarchy & be directed to forward all inquiries to the appropriate departments & be a leader for volunteers.
- Reposition & relocate signage as directed to facilitate safe movement of pedestrians.
- Assist with Canada Flag program throughout the municipality. Interact with tourists and direct them as required.
- *Research & Archival:*
 - Work with local historians to create content for walking tour project.
 - Analyze historic photos & match them to current locations. Using digital media, record and catalogue existing assets. Consult museum, library, archival societies & cultural groups during the research process.
- Other duties as assigned
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- **Marketing & Communication**

- Create content for social media
- Help market arts, culture & heritage programs & community events on social media as well as creating verbiage for radio & print ads using a variety of office & creative software applications.
- Other duties as assigned.

- **Event Planning**

- Planning & executing various events including a launch party to open a large community art event. This will include organizing the attendance of dignitaries, artists, youth, seniors, businesses, residents & tourists to participate and contribute to the program.
- Assist with street festivals, launches, Mayor's Mingle and Harvest Fest.
- Other duties as assigned

4) **Creative**

This position will assist the Community Improvement Coordinator with implementing marketing and communication strategies in the Municipality.

5) **Autonomy**

Reporting directly to the Community Improvement Coordinator. This position works in a collaborative manner with the CIC, Central Huron staff, and key stakeholders in the community.

B – QUALIFICATIONS

1) **Formal Education and Training**

- In progress of or completion of Ontario Secondary School Diploma or currently enrolled or graduated from a degree/diploma program in Economic Development, Communications, or Tourism; or a combination of relevant education and experience.

License

- 'G' Driver's License

Other systematic formal instruction

- Proficiency in Microsoft Office and Outlook
- Photoshop
- Website maintenance, social and digital media.

2) **Work Experience**

- Experience with community initiatives and economic development is considered an asset.

3) **Interpersonal and Communications Skills**

- Effective communication skills are a must – both verbal and written communication

4) **Personal Organization and Time Management Skills**

- Position requires a high degree of organization & time management skills.

C – EFFORT & WORKING CONDITIONS

- 1) Physical Effort and Environment
 - Primarily working in an office environment
 - Event set up and take down
 - Use of office equipment and operation of a vehicle
 - Works within established policies and procedures

- 2) Mental Effort and Environment
 - Working in both a busy office environment and with outside organizations and businesses, attention and concentration needs to be made with listening to business people, rate payers, co-workers, managers and external agencies.
 - Handling confidential information.

D – KEY PERFORMANCE MEASURES

- Getting projects/tasks done on time.
- Providing Community Improvement Coordinator with updates on projects and timelines.