



**TOWN OF
QUALICUM
BEACH**

**EMPLOYMENT OPPORTUNITY:
ADMINISTRATIVE ASSISTANT -
Communications & Grants
Permanent Full-Time
Job Competition No. 2018-12**

The Town of Qualicum Beach is currently seeking a full-time Administrative Assistant (Communications & Grants) in the Town Hall. Reporting to the Corporate Administrator, the Administrative Assistant is responsible for providing general office support to all departments as well as preparing and drafting communications, coordinating, drafting and tracking grant activity, and providing front line assistance to the general public.

Key responsibilities will include:

- Providing administrative support to all departments as assigned including report-writing, editing and other communications activities
 - Attending Committee meetings, when required, acting as Recording Secretary and completing required tasks
 - Collecting information and drafting content for regular Town publications
 - Compiling and drafting the annual report
 - Drafting Media Releases
 - Posting ads in local, regional, and provincial newspapers and websites as required
 - Partnering with the Deputy Corporate Administrator on supporting communications-related activity on social media (e.g. Facebook, Twitter, TQB website, etc)
 - Researching grant funding opportunities at local, provincial, and national levels and establishing a master list of such opportunities for reference
 - Working with other positions responsible for writing grants to assist where necessary
 - Tracking grants that are awarded and ensuring ongoing requirements are met by the stated deadline
 - Answering general telephone lines, voicemail, and email as well as cashier duties and greeting walk-in customers at the front-counter during peak times and to cover for breaks
 - Determining the needs of any of the above inquiries and either providing an answer directly or redirecting to appropriate staff member/department for further attention.
-

Required qualifications include:

- Completion of Grade 12 and diploma or university degree in communications, journalism or related discipline, plus considerable related experience OR an equivalent combination of training or experience acceptable to the employer
- Exceptional customer service skills
- Excellent written and verbal communication skills, strong interpersonal skills and the ability to deal with people in a professional manner
- Proficiency in Microsoft Office products, especially Word, Excel, Powerpoint and Outlook as well as ability to use other graphic design and/or print layout
- Ability to type 50 words per minute
- Ability to multi-task effectively, possess exceptional time management skills and a strong attention to detail
- Demonstrated ability to work as part of a team as well as independently
- Excellent organizational and research skills

The terms and conditions of employment are covered by the CUPE Local 401 Collective Agreement. The rate of pay is \$ 34.21/hr. Successful applicants will be expected to work 35 hours/week, Monday to Friday 8:30 am to 4:30 pm.

To apply: Please quote competition number and submit your resume and cover letter to:

Human Resources

#201 - 660 Primrose Street, P.O. Box 130

Qualicum Beach, BC V9K 1S7

Email: careers@qualicumbeach.com

Deadline for Applications: Friday, November 30, 2018

We thank all applicants for their interest; however, only those selected for an interview will be contacted.