

Council Social Media & Office Assistant

City Clerk's Office

(3 Year Term)

Management Salary Scale
Step 2 (\$1,984.36 - \$2,480.45 Bi-weekly + BSA)

Description:

Reporting to the City Clerk, this position is responsible for providing social media and event support to Mayor and City Council. The incumbent will be required to have exceptional written Communication skills, knowledge of social media platforms, casual and video experience (iPhone etc) along with strong organizational skills. This position requires the incumbent to be flexible, to work some evening and weekends and the ability to exercise tact, judgment, and discretion.

Responsibilities:

- Attend events to photograph and write social media posts in both official languages.
- Prepare speaking notes for Mayor and Council, in conjunction with Communications staff.
- Manage social medias platforms including Facebook, X, Instagram and LinkedIn.
- Record and edit bi-weekly video updates for the Mayor to be featured on social media platforms.
- Track, plan and prepare information for meetings for Mayor and members of Council, including attendance confirmation and assembling background material.
- Lead in coordination for annual activities such as the Christmas Tree lighting and Mayor's Ice Cream Social.
- Support Councillors and compile input for newsletters or other frameworks designed by Communications.
- Provide administrative support for CAO's office as directed by CAO's Assistant and during absences.
- Develop, implement, and manage a process to ensure clarity and coordinating requirements related to elected official meeting requests.
- Provide administrative support for City Clerk's Office.
- Arrange travel and accommodations.
- Other duties as assigned by the City Clerk.

Education and Experience:

Graduated from a recognized community/business college or university with a minimum of 2-3 years working experience in an administration position. A combination of experience and education may be considered. Ability to communicate in both official languages will be a requirement.

Knowledge and Desired Skills:

- Must have political acumen and present a professional image.
- Ability to work independently with a high level of tact, integrity and confidentiality are required.
- Exceptional verbal and written communication skills.
- Interact and maintain effective working relationships with the public, members of City Council, members of provincial and federal government, the media, senior management, and staff.
- Strong organizational skills, self-driven, and attentive to detail.
- Knowledge of the organization and functions of the various Departments within the City of Fredericton would be considered an asset.
- Thorough knowledge and experience with Microsoft Office (Excel, Word, Outlook).
- Problem solving abilities – ability to identify issues or problems and develop strategies, ideas, and opportunities for resolving them.
- Experience in management of social media platforms.
- Class 5 Drivers licence.

Interested individuals may apply in writing to hr@fredericton.ca
by 4:00 pm on October 3, 2023

Only those candidates chosen for an interview will be contacted.



Internal/External Posting

September 18, 2023