

## City of Fredericton

### Contract Management & Sustainability Assistant

The City of Fredericton is a growing, busy and lively city that cares about its residents. We'd love you to be part of our team! Our employees deliver services to those who live, work and play here in Fredericton. It's now easier than ever to apply for a job at the City with our online application tool. Join us as we continuously seek new ways to improve and inspire at the City of Fredericton.

#### **Contract Management & Sustainability Assistant**

Make a meaningful impact by leveraging data-driven analysis to enhance business decision-making and create competitive advantages for the City of Fredericton. In this role, you will embrace technology and data management practices to ensure decisions are informed by comprehensive and precise insights. Your curiosity and commitment to continuous learning will empower you to acquire and maintain new skills rapidly, adapt confidently to change, and deliver outstanding results.

As a Contract Management & Sustainability Assistant, you will dedicate yourself to developing a deep understanding of business intelligence and supply chain management. You'll gain diverse experiences that will form a strong foundation for your future career, while contributing to strategic initiatives that drive operational excellence. Knowledge is our most valuable asset, and your passion for learning and professionalism will help shape the City's approach to sustainability and procurement.

#### **Top Responsibilities:**

##### **Contract Management & Administration**

- Assist the Manager of Procurement and Contract Management with contract administration, tracking, and compliance.
- Assist with streamlining procurement processes and support the development of sustainable procurement policies.
- Support supply chain management activities related to sustainable procurement and waste reduction.
- Support the preparation of reports and presentations on contract status and sustainability metrics.

##### **Data Collection & Analysis**

- Collect, organize, and analyze data related to waste management and reduction initiatives and municipal energy use.
- Monitor and report on the progress of waste reduction programs.

##### **Engagement & Communications**

- Help develop communications and engagement materials to raise awareness about waste reduction.
- Assist with or lead virtual and in-person public engagement activities focused on waste diversion.
- Compile information and write content for the climate action newsletter.
- Maintain regular communications with various City partners and divisions to promote best practices.

##### **General Support**

- Perform related administrative and project support tasks as required.
- Collaborate with various departments across the City to advance sustainability goals.

#### **Your Qualifications – Required.**

- Enrolled in or graduated from post-secondary studies in business, environmental science, public administration, or related field.
  - Adaptable and responsive in a dynamic work environment.
  - Strong organizational and analytical skills.
  - Proficient with MS Office 365 (Outlook, Excel, Word, Copilot, Power BI).
  - Ability to work independently with minimal supervision, as well as collaboratively as part of a team.
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- Exceptional command of the English language (spoken, written, and verbal), with experience developing clear and effective written content.
- Experience with virtual and in-person public engagement
- A positive attitude and an eagerness to continuously learn are essential

**Your Qualifications – considered an asset.**

- Fluency in both NB official languages
- Experience with data collection and analysis.
- Interest in sustainability, waste management, or municipal operations.
- Experience with communications or public engagement.

**What You Can Contribute:**

- Remain calm and focused when facing challenges or pressure.
- Apply strong problem-solving skills and sound judgment to your work.
- Adapt quickly and respond effectively in a dynamic environment.
- Build and maintain respectful, cooperative, and professional relationships with colleagues and the community.
- Work independently with minimal supervision, and collaborate effectively as part of a team.
- Bring a high level of organization and attention to detail to all tasks.

<b>WORK STATUS:</b>  Full Time Summer, May to early September	<b>HOURS OF WORK:</b>  Standard hours Monday-Friday 8:15am-4:30pm, flexibility will be required from time to time (evenings and weekends)
<b>SALARY:</b>  Non-Union Position. Starting at \$18.50 per hour.	<b>WORK LOCATION:</b>  City Hall and various locations throughout the city.
<b>CLOSING DATE:</b> Applications will be received up to <b>February 17, 2026 at 4:30pm</b> . While we thank all of those who apply, only applicants selected for an interview will be contacted.	
The City of Fredericton is committed to fostering a culture where every individual is represented, respected, recognized, and met with dignity. We encourage applications from all qualified individuals who share our commitment to equity, inclusion, and supportive community values.	

**Please note:** In certain circumstances, some of our interviews will be virtual. Please ensure your technology, workspace, and attire are prepared in advance.

