

Job Posting

Administrative and Communications Assistant to Councillor Frances Nunziata

Major Responsibilities

Working with the Councillor and reporting directly to her Chief of Staff, the successful candidate will be responsible for a mix of outreach, communications, and administrative work in a fast paced political environment.

Job Duties

- Plan and coordinate details for community events and meetings with residents and City staff
- Manage the Councillor's calendar
- Ensure that correspondence and inquiries from City staff, external offices, and members of the public are responded to in a prompt and professional manner
- Regularly update, monitor and manage social media accounts and report emerging issues to Chief of Staff
- Regularly update the Councillor's website with relevant information to the function of the Office
- Liaise and maintain positive working relationships with City staff and community groups
- Represent the Councillor at meetings and events
- Maintain confidentiality of personal and sensitive information
- Undertake special assignments and projects as requested
- Preparing communications including electronic newsletters, print newsletters, meeting notices, and advertisements

Qualifications and Skills

- Post-secondary education in Communications or Public Relations or an equivalent combination of education and experience.
- Demonstrated ability to develop strong working relationships with individuals and organizations
- Exceptional communication and problem-solving skills
- Ability to work quickly and effectively under pressure, set priorities, and meet deadlines
- Intermediate skills in graphic design and significant experience using social media platforms including Facebook, Twitter, and Instagram
- Ability to work flexible hours which will include evenings and weekends

- Strong event planning and organizational skills
- Experience with Microsoft Office, filing and database systems
- Knowledge of York South-Weston issues and communities, as well as broader municipal issues is an asset
- The ability to speak another language such as Italian, Spanish, Somali, Tagalog, or Portuguese is an asset

This is a full time contract position to begin January 2019.

The salary range is \$40,000 - \$60,000.

To apply for this position, please send a resume and cover letter by 5pm on December 19 to councillor_nunziata@toronto.ca.

The City of Toronto is an equal-opportunity employer. Individuals from equity-seeking groups are encouraged to apply.