

EMPLOYMENT OPPORTUNITY

Administrative Assistant Office of the Mayor

Summary:

Reporting to the office of the Chief Administrative Officer and taking day to day direction from the Mayor and the Mayor's Chief of Staff, the Administrative Assistant is responsible for providing confidential administrative, logistics and communications support for the Mayor. By coordinating the Mayor's schedule, handling incoming communications and requests, planning events, creating and maintaining digital marketing and liaising with constituents, internal staff and external partners, this role is essential in contributing to the overall efficiency and effectiveness of the Office of the Mayor.

Duties and Responsibilities:

- Provide confidential administrative support including correspondence from Mayor on resident matters, special recognitions (letters and certificates), support for funding applications for external organizations and preparing written greetings and notes for published programs.
- Coordinate the Mayor's schedule, ensuring it is effectively planned and aligned with the Mayor's key priorities, with related logistics identified and taken care of in a proactive manner ensuring that Mayor's directions are followed up on by staff.
- Process daily email, mail, phone calls to Mayor and research and respond to queries and problems from members of the public with respect to City matters, as well as referrals to appropriate levels of government, organizations and agencies within the community.
- Event planning (both civic events and fundraisers) including logistics, soliciting sponsors, arranging speakers/talent as required, and production. Manage the Mayor's and Councillors' event invitations, liaise with organizations on RSVP's, logistics and payment.
- Co-ordinate domestic and international travel arrangements including purchase of registrations and tickets for Mayor and Council as required. Research protocols for official visits and events and ensure they are followed by drafting a detailed itinerary.
- Act as staff liaison for pillar committees and other task forces or working groups initiated by the Mayor providing administrative support including scheduling, preparing agendas and minutes, and attending meetings after hours, when required.
- Create digital marketing content and manage social media (including Live broadcasts) for the Mayor's office for distribution across multiple platforms to drive community engagement, awareness.
- Responsible for production of monthly local television program (e.g. YourTV Niagara) by identifying show themes and topics, selecting and scheduling guests, and developing conversation stimulators for the purpose of informing residents and promoting local talent, business, events and issues.
- Create and monitor comprehensive communication plans by mapping out content strategy for supporting and extending priority initiatives.
- Monitor the budget and purchases for the Office of the Mayor and administer the City Councillors' community engagement budget and Mayor's annual expense report.
- Purchase office supplies, gifts and awards within designated budget.
- Maintaining files and records for safekeeping.
- Performs other similar and related duties, as required.

Position Requirements:

- College Diploma in administration, political science or public administration or a related discipline.
- Three (3) years' experience in administration with direct support of senior executives or elected officials preferably in a municipal environment.
- Demonstrated working knowledge of government and government administration at all levels.
- Ability to communicate effectively, with tact and diplomacy, with internal and external business partners including elected officials, staff, the public, and outside agencies.
- Ability to recognize and keep confidential information.
- Excellent organizational and time-management skills and the ability to prioritize tasks with attention to detail.
- Proficient in Microsoft 365 and in utilizing and maintaining social various media platforms.
- Ability to function with minimal supervision.
- Proven completion of Ministry of Labour Worker Health and Safety Awareness training.
- A demonstrated commitment to enhancing a safety culture.

Salary Range: Minimum \$64,097 annually; Maximum \$74,984 annually

Expected Work Location: 50 Church Street, City Hall

Hours of Work: 35 hours per week

**Applications will be accepted online at www.stcatharines.ca/jobs.
Applications received any other way will not be accepted.**

The City of St. Catharines is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.