



The Town of Newmarket, Office of the CAO
Requires an **Executive Assistant to the
Deputy Mayor/Regional Councillor**
Regular Full-Time (35 hours per week)

About Newmarket

The growing community of Newmarket is home to 90,000 people and located 40 minutes north of Toronto, in York Region. As one of the most densely populated communities in Ontario, Newmarket may be small in area, but BIG things are happening there. From the transformation of a community landmark, the Mulock Property, into Newmarket's very own Central Park to the renewal of the urban corridors to make them even more eclectic, vibrant, livable, and lovable – the Town of Newmarket is always looking forward.

We offer and value flexibility to support work/life balance and wellbeing, including flexible hours, compressed workweeks, and hybrid work. Newmarket is committed to evolving, and trying new innovative approaches, all while creating an environment for extraordinary public service in a welcoming and inclusive community.

Who are we looking for?

Reporting to the Executive Services Coordinator to the CAO, the Executive Assistant to the Deputy Mayor/Regional Councillor is responsible for the day-to-day operation, management and administration of the Deputy Mayor/Regional Councillor's Office and provides executive administrative support, including, composing and preparing speeches, presentations, correspondence, and social media content. Provides liaison for the Deputy Mayor/Regional Councillor with the Mayor, Members of Municipal and Regional Council, department heads, a broad range of government officials, external agencies, businesses, stakeholders and individuals, etc., on both Town-wide and Regional issues. Reviews and analyzes committee reports and decisions and alerting the Deputy Mayor/Regional Councillor on operational or emerging issues, and initiating the action required to respond.

How do I qualify?

- Post-secondary diploma in Business Administration, Public Relations, Communications or a business-related discipline or demonstrated senior level executive administration, communications or public relations experience within a public sector municipal environment or related field, or equivalent combination of experience and education.
- Significant demonstrated experience in a senior administrative position, preferably in a municipal environment working for elected officials, combined with an in-depth knowledge of current corporate and departmental policies, issues and initiatives and a thorough understanding of the requirements and operations of Municipal and Regional Councils.
- Proven experience and ability to provide executive and administrative support to a senior official working with minimal direction, coordinating and implementing solutions in a politically-sensitive manner and in accordance with the Deputy Mayor/Regional Councillor's objectives.
- Demonstrated ability to prepare sound and effective correspondence, Council reports, research papers, speeches and social media content (i.e. Facebook, Instagram).
- Demonstrated public relations, organizational, time management, and problem-solving skills, with an ability to prioritize work and to work under pressure to meet multiple deadlines. Ability to exercise discretion and good judgement, particularly when handling confidential/sensitive information.
- Strong political acumen, ability to communicate effectively, tactfully and courteously at all organizational levels and with a diverse group of stakeholders, including elected officials, business and community groups, media and the public, and to develop a network of contacts in these areas.

- Strong computer literacy in MS Office applications, including Word, Excel, PowerPoint, Outlook, and Adobe Illustrator, Adobe professional, eScribe, social media platforms such as Facebook, Instagram.
- Availability to attend evening or after-hours meetings and to work extended hours on short notice.
- Class “G” driver’s license in good standing and reliable vehicle for use on corporate business.

Salary: \$76,668 - \$95,835

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **October 10, 2024**, quoting the file number **24-205**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.