

Communications Assistant

The Municipal District of Bonnyville No. 87 invites applications for the position of **Communications Assistant**. The successful candidate is responsible for supporting the Marketing & Communications Department through ongoing website maintenance, digital and print content creation for internal and external communications projects, and administrative support.

Duties & Responsibilities:

- Post updates to the M.D.'s website using the Content Management System.
- Maintain and update the department's internal SharePoint Hub.
- Process invoices.
- Monitor, distribution, and maintain inventory of municipal promotional items and external marketing products program.
- Create visual communications including photography, graphic design, and illustration.
- Create, review, and edit written content for internal and external communications.
- Enforcement of and adherence to M.D. brand standards and design best practices.
- Assist with clerical duties in emergency management situations.
- Act as back up to the Design & Brand Technician.
- Perform other related duties within the scope of the position as required.

Qualifications:

- A post-secondary diploma in graphic design, marketing, communications, or a related field.
- Minimum requirement of ICS 200 certificate.
- Experience with Adobe Creative Cloud, with a focus on InDesign, Photoshop, and Illustrator.
- Proficient in Windows and Mac operating system environments and software, and a working knowledge of web content management systems and social media platforms.
- Experience in municipal government or working with community-based organizations will be considered an asset.
- Experience in communications, advertising, and/or economic development will be considered an asset.
- Excellent organizational, time management, and multi-tasking skills.
- Ability to work independently or in a team environment.
- Valid Class 5 driver's license in good standing.
- Criminal Record Check with satisfactory results.

Please visit md.bonnyville.ab.ca/jobs.aspx for a full job description.

All interested applicants are invited to submit their resume, in confidence to:

Municipal District of Bonnyville No. 87

MUNICIPAL DISTRICT
BONNYVILLE NO.87

Attn: Human Resources
Postal Bag 1010
Bonnyville, Alberta T9N 2J7
Fax: (780) 826-4524
Email: hr@md.bonnyville.ab.ca

Closing Date for Applications: Open until suitable candidate found