



ASSISTANT TO ADMINISTRATOR/ EVENTS COORDINATOR

TERMS OF REFERENCE

Administration assistant will assist the Clerk Treasurer/Event Coordinator in day-to-day operations. Employee must be flexible and team oriented in this fun and sometimes fast paced work environment.

TERMS OF EMPLOYMENT

Part/full time position depending on work load and capabilities of the candidate. Flexible hours as required. May include recording evening Commission regular meetings. Start date April 22nd. Wages: \$18 to start. Negotiable thereafter. Expect to work July 1st.

QUALIFICATIONS/EXPERIENCE

- Diploma in business or municipal administration, office technology or equivalent.
- At least one year's experience in office setting.
- Experience in community recreation and special event programming is an asset.
- Excellent writing and editing skills, strong organizational abilities and capacity to work under pressure of deadlines and multiple competing priorities.
- Experience in document and information management systems.
- Use a broad range of computer software applications at an advanced level.
- Good telephone manner.
- Excellent interpersonal, organizational and communication skills, both written and verbal.
- Ability to identify and correct errors in English usage, grammar and in arithmetic calculations.
- Ability to maintain confidentiality.
- Good knowledge of website building platforms. Knowledge of Joomla! an asset.
- Valid Nova Scotia Driver's License.
- Ability to build effective relationships with diverse groups.
- Trustworthy. Self-motivator and good team player.
- In the event of been hired, if not already completed, be willing to obtain:
 - Vulnerable Sector check
 - Nova Scotia Department of Community Services Child Abuse Registry Check.
 - Standard First Aid/CPR training

Village of Pugwash

Preference

Non smoker.

Experience in working with the public.

Knowledge of local government the Municipal Government Act.

Competent in conversational French.

RESPONSIBILITIES

- Ability to cover for other administrative staff, including the Clerk Treasurer, in their absence.
- Greet and provide information and assistance to the public.
- Assist in the organization and marketing of events and recreational programming.
- Assist in Canada Day preparations. For example: take registrations, recruit volunteers, contact existing and find new sponsors and vendors, maintain inventory of prizes, trophies and medals, prepare and print off all competition paperwork including judge/scrutineer/winner sheets. Coordinate with local businesses and organizations for Parade entries, security, entry gates and firework display. Coordinate hospitality for performers, judges and volunteers.
- Coordinate and cooperate with Municipality led recreation programming and staff.
- Assist in updating the Village website and social media platforms.
- Organize, file and retrieve documents as required.
- Record and publish meeting minutes as required.
- Proofread and edit documents as required.
- Collate copy, edit, proofread, print and fold the Village newsletter.
- Help prepare spaces booked for meetings or training purposes.
- Maintain office supplies inventory.
- Act as Assistant Returning Officer at Commission election.
- Attend community meetings accompanied by, or in lieu of, Clerk as required.
- Help distribute materials as per instructions from the Clerk Treasurer.
- Coordinate marketing opportunities to promote awareness and participation in recreation programs and services, special events and recreation facilities.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The interview for this position will include a test on computer skills.

Send résumé and cover letter to:

Lisa Betts, Clerk Treasurer

PO Box 220, Pugwash, NS, B0K 1L0

villagecommission@pugwashvillage.com

Telephone inquiries: 902 243 2946

Application deadline: Thursday March 28th 2024

PERSONNEL POLICIES – SEASONAL - OFFICE/RECREATION STAFF

RESPONSIBLE TO: Clerk Treasurer

- Lunch break: one half hour (unpaid)
- Mid-morning/afternoon 10-15 minute paid break. Employee taking any extended breaks will be required to make up for that time or lose those wages. Time sheet is to reflect that time.
- Punctuality – arrive in time to open office/building/start programming promptly. Complete all closing duties at the end of shift.
- Breaks not taken are not accumulative.
- Employee is expected to maintain own time sheet and its accuracy.
- Payment is weekly.
- The time sheet must be accurately filled in and signed before a cheque will be issued.
- Vacation pay will be included in earnings each week.
- Personal phones and electronic equipment during work hours to be used in the case of emergency only.
- In the event of sickness or emergency, employee must notify the Clerk as soon as possible.
- All tools, safety equipment and resources required will be provided.
- All safety equipment provided must be used when appropriate.
- Smoking or vaping on any Village property is not permitted.

Overtime: Employee may be called in for additional hours.

Overtime rate (1.5x regular rate) does not apply until employee exceeds 48 hours in a week. Employee, with approval of Village Clerk, may use accumulated hours for time off.

Physical Appearance: Employee is expected to keep a neat, clean and tidy appearance. Office: dark pants/skirt/kilt/capris and white/light coloured shirt or blouse is expected. Recreation/Public Works: suitable attire for the activity involved.

Honesty: Time sheets and cash reports must be accurate.

Trust: Must maintain the confidentiality of the Commissioners and staff of the Village of Pugwash.

Discipline: In the event that an employee does something to warrant a verbal warning from the Clerk, a record of that warning will be kept. If the behaviour continues, a written warning may be issued. If the employee does not comply with the direction or policy in question, their employment may be terminated.

Termination of Employment: Employees must give at least two weeks' notice in writing to the Village Clerk.