



EMPLOYMENT OPPORTUNITY SADDLE HILLS COUNTY

ADMINISTRATIVE ASSISTANT to Communications Coordinator \$36.13-\$41.78

Saddle Hills County is seeking a permanent full time Administrative Assistant to provide administrative support services to the Communications Department, within the areas of social media management, website administration, design assistance, promotions, emergency communications, and media communications.

QUALIFICATIONS:

- Exceptional written and verbal communications skills.
- High attention to detail and ability to meet critical deadlines.
- Flexibility with scheduling and good time management skills.
- Proficiency with social media management and content creation, knowledge or experience of website management and content management software an asset.
- Understanding of social media trends and ability to apply analytics to social media strategies.
- Proficient computer skills, experience with or knowledge of Adobe Creative Suite an asset.
- Ability to maintain confidence and sound judgement on sensitive matters.
- Ability to maintain a high degree of professionalism and integrity.
- Demonstrated ability to work independently and efficiently to meet set targets.
- Ability to establish and maintain co-operative and constructive relationships with internal and external stakeholders.
- Prior experience with or knowledge of videography, an asset.

POSITION DESCRIPTION:

- Monitor social media platforms and coordinate responses to incoming messages, across multiple accounts, maintaining accuracy, professionalism, and brand awareness.
- Oversee promotional inventory, maintaining up-to-date records and adequate stock, and coordinates internal and external item requests.
- Assist in the creation of social media and website content, including sourcing relevant resources and information, and maintaining brand quality and design coherence.
- Create weekly advertising materials for local news subscriptions.
- Create and assist with design needs of the department, including Annual Reports, Newsletters, Print and Digital Advertising, ensuring brand identity and voice are maintained.
- Maintain online forms database, updating, creating, and archiving forms, as appropriate.
- Respond to internal/external requests, directing and dealing with enquiries as appropriate.
- Assist with events, open houses, and public hearings, as required.
- Assist the Communications Coordinator, other staff and Council, as appropriate, with



- preparing for media interviews and requests, including print, audio, and video.
- Maintain good relationships with internal and external stakeholders, including community organizations and media.
- Assist with distribution of public information, including posting on local bulletin boards, in public groups, and public destinations throughout the County.
- Assist with emergency communications, acting as Public Information Officer in the Communications Coordinator's absence and coordinating clear, effective, and timely crisis communications.
- Provide support to other departments as needed.
- Attend Council meetings, as required.
- Perform other duties as may be assigned from time-to-time, and other related duties as may be requested by the Communications Coordinator or CAO.

Working Conditions:

- Office hours are 8:15 am to 4:30 pm, Monday to Friday (7.25 hours)
- Flexibility in scheduling is required; the position requires the candidate to work some evenings and outside of the office.
- Operation of a computer and visual concentration for extended periods of time.
- Prolonged periods of sitting ensuring that proper ergonomic requirements are met, and good ergonomic procedures are practiced.
- Ensure all operations are conducted in a safe manner and in accordance with Saddle Hills County policies and all Occupational Health and Safety Rules and Regulations.
- Fast-paced environment, daily interruptions and competing priorities.
- Driving in various weather conditions.

This position reports to the Communications Coordinator. The above statements are intended to describe the general nature of the position and are not a complete job description of all responsibilities and activities required for this position. The successful candidate will be required to provide an acceptable criminal record check and minimum class 5 driver's abstract.

Applications will be accepted until suitable qualified candidates are selected. Saddle Hills County would like to thank all those interested in the position. Only those considered for an interview will be contacted. Please send resumes complete with references and clearly marked "Personal and Confidential" to:

Attention: Human Resources Coordinator, Re: Administrative Assistant – Communications Coordinator

E-mail to: hr@saddlehills.ab.ca

Fax: (780) 864-3904 Ph. (780) 864-3760