



## **We are looking for an Information Assistant (Contract) to join our Economic Development team!**

### **Bruce County**

"Bold and beautiful Bruce County ... a healthy, caring community of prosperity and innovation." The journey to an ever better Bruce County will be marked by exploration, inquiry and discovery. A place powered by innovation and shared values. A place where we help people who live, and work here make great personal choices and also reflect the public interest. Because of this mind-set, we do some amazing things!

Join our team powered by innovation and shared values where explorers turn obstacles into opportunities and individual challenges into shared solutions. Come join us on roads less travelled and turn your journey into an adventure.

### **Bruce County Planning & Development**

Inspire, Attract and Support. These are the words we live by when we work to improve the economy of Bruce County. How do we do this? With a focus on supporting entrepreneurs and growth.

Bruce County has an enviable track record of making good planning decisions that reflect the input of all influencers and are based on finding common ground for decision-making in the Public Interest. Part of that process includes working with Municipalities to be "development ready." Our planning division manages hundreds of applications for development improvements, variances, and other planning issues annually, helping guide to the best place for development and through the planning approval process.

### **About the job**

Reporting to the Economic Development Officer, the Information Assistant is responsible for front line customer service and communications excellence, managing customer service while maintaining a variety of division supports including, but not limited to, communications with members of the public, business owners and municipal staff; managing inventory and distribution of promotional materials; website content creation and maintenance; marketing plan implementation; event planning and administrative duties.

### **Location**

Walkerton , Wiarton, or Port Elgin Ontario

### **Salary**

The salary range for this position is \$58,204 - \$68,468 based on a 35-hour work week.

### **Contract**

Duration of up to 7 months.

## Requirements

- Two year post-secondary diploma in Business, Public Relations, Economic Development, Marketing or Public Administration
- Two years of previous work experience in customer service, public administration or public relations, preferably in a government setting
- Competency in Microsoft Office Suite, Word Press, MODX and Adobe software
- Competency with database software
- Experience managing professional social media accounts
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment
- Familiarity with techniques for interacting with individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone
- Ability to effectively communicate both verbally and in writing
- Ability to work individually as well as part of a team
- Demonstrated time management skills
- Ability to prioritize and manage conflicting demands
- High level of integrity and work ethic
- Meticulous records maintenance skills

## Health, Safety & Wellness

- Health & Safety Program
- Workplace Mental Health Program
- Health & Wellness Committee Activities
- Winter Loan Program offering equipment rentals for you discover Bruce County's winter wonderland!

Interested applicants should review the entire job posting at [www.brucecounty.on.ca](http://www.brucecounty.on.ca), and then apply online, following the outlined process. **The deadline for applications is May 28, 2023, at midnight.**

## Diversity & Inclusion

The Corporation of the County of Bruce is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

## Privacy

Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.

REQ: 2023-090