



## **Community Improvement Assistant (Summer Contract)**

**35 Hours Per Week  
Hourly Wage: \$16.18**

The Municipality of Central Huron is a friendly, vibrant community of over 7,100 with a unique mix of urban, agriculture and lakeshore. We offer diverse opportunities to live, work and play. We are currently seeking qualified applicants for the summer contract position of Community Improvement Assistant.

Reporting to the Community Improvement Coordinator (CIC) and the Facilities Manager, this summer contract position will assist with developing and assisting the CIC with various business initiatives for the Municipality of Central Huron including the Albert Street Reconstruction and the Back Alley Artist Extravaganza.

This position is a part of the Canada Summer Jobs Program with funding be provided by Service Canada. Candidates must meet the following eligibility requirements to be considered:

- Be between 15 and 30 years of age at the start of employment;
- Be a Canadian citizen, permanent resident, or a person on whom refugee protections has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and
- Be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations (international students on a work/study permit are not eligible for the Canada Summer Jobs Program).

The ideal candidate will have/be:

- In progress of or completion of an Ontario Secondary School Diploma or currently enrolled or graduated from a degree/diploma program in Economic Development, Communications, or Tourism;
- Interest or experience in dealing with rural economic development or tourism would be considered an asset;
- Knowledge of economic development and/or tourism contacts and programs; and
- Valid Ontario driver's license and access to a reliable vehicle.

A complete job description for the position is available on the [Municipality of Central Huron Website](#).

Please submit your application by Friday May 21<sup>st</sup>, 2021 at 3:30 PM preferably by email to:

**Human Resources,  
Municipality of Central Huron  
Box 400, 23 Albert Street,  
Clinton, Ontario  
N0M 1L0**

[humanresources@centralhuron.com](mailto:humanresources@centralhuron.com)

Terms and Conditions of employment as per all Human Resources policies and procedures of the Municipality of Central Huron. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (519) 606-1223. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. Personal information being collected will be used in accordance with The Municipal Act and The Municipal Freedom of Information and Protection of Privacy Act and shall only be used in the selection of a suitable candidate.



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## COMMUNITY IMPROVEMENT ASSISTANT (Summer Contract) JOB DESCRIPTION

Prepared May 2021

**Position Title** Community Improvement Assistant (Summer Contract)

**Report to Title** Community Improvement Coordinator

### **Position Details**

Position status: Full-time Summer Contract

Location: Central Huron Municipal Offices, 23 Albert St. Clinton

Pay method: Hourly

Group Benefits: No

Normal workweek: 35 Hour work week

- (Typically 8:30 to 4:30 Monday to Friday, however this position at times works on a flexible work-driven schedule dependent on events and may include evening or weekend hours that would be included within a 35 hour work week)

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### **A – RESPONSIBILITIES (includes accountabilities)**

#### **1) Scope of Position**

- Assist the Community Improvement Coordinator with implementing the strategic goals, marketing plans and strategies of the Corporation of the Municipality of Central Huron in their desire to bring visitors to downtown businesses who have endured two COVID-19 lock-downs and will be struggling due to the accessibility construction.

#### **2) Key Responsibilities**

##### **• Operations & Program Delivery**

- *Back Alley Artist Extravaganza:*
  - Install, monitor & maintain public art installation areas
- Interact respectfully with public if asked for directions or information.
- Learn the municipal hierarchy & be directed to forward all inquiries to the appropriate departments & be a leader for volunteers.
- Reposition & relocate signage as directed to facilitate safe movement of pedestrians.
- Assist with Canada Flag program throughout the municipality. Interact with tourists and direct them as required.
- *Research & Archival:*
  - Work with local historians to create content for walking tour project.
  - Analyze historic photos & match them to current locations. Using digital media, record and catalogue existing assets. Consult museum, library, archival societies & cultural groups during the research process.

- Other duties as assigned
- **Marketing & Communication**
  - Create content for weekly digital newsletter in conjunction with construction team for residents to be kept current on activities & closures associated with the revitalization & accessibility project.
    - This may include contacting the Business Improvement Association members to collect promotional information on their programs, activities, editing of information collected, layout of newsletter content & its' distribution using communications programs.
  - Create digital record of events & construction by recording images/videos to use as promotion and/or information for business owners & public.
  - Help market arts, culture & heritage programs & community events on social media as well as creating verbiage for radio & print ads using a variety of office & creative software applications.
  - Other duties as assigned.
- **Event Planning**
  - Planning & executing various events including a launch party to open a large community art event. This will include organizing the attendance of dignitaries, artists, youth, seniors, businesses, residents & tourists to participate and contribute to the program.
  - Assist with the naming contest and celebration around the winning entry.
  - Other duties as assigned

#### 4) **Creative**

This position will assist the Community Improvement Coordinator with implementing marketing and communication strategies in the Municipality.

#### 5) **Autonomy**

Reporting directly to the Community Improvement Coordinator and the Facilities Manager. This position works in a collaborative manner with the CIC, Facilities Manager, Central Huron staff, and key stakeholders in the community.

## **B – QUALIFICATIONS**

### 1) **Formal Education and Training**

- In progress of or completion of Ontario Secondary School Diploma or currently enrolled or graduated from a degree/diploma program in Economic Development, Communications, or Tourism; or a combination of relevant education and experience.

License

- 'G' Driver's License

Other systematic formal instruction

- Proficiency in Microsoft Office and Outlook
- Photoshop
- Website maintenance, social and digital media.

### 2) **Work Experience**

- Experience with community initiatives and economic development is considered an asset.

### **3) Interpersonal and Communications Skills**

- Effective communication skills are a must – both verbal and written communication

### **4) Personal Organization and Time Management Skills**

- Position requires a high degree of organization & time management skills.

## **C – EFFORT & WORKING CONDITIONS**

### **1) Physical Effort and Environment**

- Primarily working in an office environment
- Event set up and take down
- Use of office equipment and operation of a vehicle
- Works within established policies and procedures

### **2) Mental Effort and Environment**

- Working in both a busy office environment and with outside organizations and businesses, attention and concentration needs to be made with listening to business people, rate payers, co-workers, managers and external agencies.
- Handling confidential information.

## **D – KEY PERFORMANCE MEASURES**

- Getting projects/tasks done on time.
- Providing Community Improvement Coordinator and Facilities Manager with updates on projects and timelines.