

DEPARTMENT:	Climate Action, Planning and Development	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$34.70 - \$40.82 per hour plus benefits

The City of New Westminster has earned a proud reputation for civic leadership, service delivery and outstanding employee relations. We offer our employees great work-life balance; competitive salaries and benefit plans (including pension); education and training opportunities; and challenging and rewarding work.

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 70,000 residents. It is a city rich in history with a viable and thriving economy, a population representative of the diversity of the region, and is staffed by talented and dedicated employees who work together to achieve its strategic vision.

We are searching for a self-motivated assistant to be an integral part of our collaborative, innovative, and growing Housing and Land Use Planning team whose projects seek to be bold on climate, equity, and reconciliation. This person will execute event and public engagement logistics, be thoughtful about the details, and help us reach lesser heard voices. The role is also responsible for the team's daily and project-based administration. Come join our progressive, solutions-oriented, and creative team!

Key Duties:

- Coordinate events and meetings, including scheduling, logistics, and communications; for large and small groups of public, internal staff, and stakeholders both online and in-person.
- Attend and support facilitation and engagement programs for policy work related to this division, when operationally required.
- File management and maintenance for the professional team.
- Prepare external communications, and correspondence.
- Project graphics, website, and online portal management and maintenance.
- Interpret existing policy, and those under development, in order to respond to basic inquiries.
- Background policy research, data collation, and basic analysis or reporting.
- Support reporting to Council, committees, and external agencies.
- Relieve superiors of administrative detail, and other clerical or administrative tasks as assigned.

If the following characteristics and skills describe you, we want to meet you!

- Completion of grade 12 supplemented by post-secondary, technical courses and/or certificates related to the work; or an equivalent combination of training and experience.
- Experience in a clerical role and with event planning logistics.
- Excellence in attention to detail, strong organizational skills, and the ability to prioritize or manage multiple tasks in a fast-paced environment.
- Proven ability to problem solve, work proactively, self-manage workload, and deliver results in a timely manner.
- Demonstrated ability to effectively use a wide range of tools to support public engagement and communications.
- Some experience or training in research, data collation, analysis, and reporting.
- Ability to work independently with minimal supervision, as well as effectively as part of a team.
- Strong written, verbal, and graphic communication, as well as listening skills.
- Ability establish and maintain working relationships with a variety of internal and external contacts, and to employ contemporary service excellence principles.
- Ability to provide a variety of detailed information, assistance, and interpretations when liaising with internal and external contacts.
- Past success in recommending and implementing new and improved office methods and procedures in line with growth and change in a division.
- Cultural awareness of Indigenous and diverse communities.
- Skill in the use of MS Office software (Word, Excel, PowerPoint, Teams, and Outlook).

Preference given to candidates with the following:

- Familiarity with Adobe Creative Cloud Programs (e.g. InDesign, Illustrator, Photoshop) and other graphic tools (e.g. Picassa, Bridge).
- Training or experience in public engagement and facilitation.
- Familiarity and experience with online public engagement tools (e.g. Bang the Table), online meeting or webinar platforms (e.g. Zoom), and/or social media functions and software.
- A degree from a recognized post-secondary institution in Administration, Applied or Community Planning, Business, Communications, or other related field.
- Some knowledge of basic planning principles, the Local Government Act, Community Charter, zoning, and municipal bylaws and policies applicable to the work.
- Ability to work a flexible non-standard schedule from time to time.

What we offer:

- Work-life balance – 35 hour work week, vacation, an optional compressed day off program, and optional hybrid work schedule
- Health and wellness – extended health, dental, life insurance benefits, paid sick leave plan, plus other wellness-focused programs and benefits
- Retirement benefits – including municipal pension plan
- Career development – ongoing learning and personal development program

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by December 27, 2023.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

*New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples.
It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*