



POSITION DESCRIPTION

LEGISLATIVE COMMUNICATION ASSISTANT

POSITION SUMMARY

Reporting to the Legislative Services Supervisor the Legislative Communication Assistant is responsible for providing legislative, communication, and administrative support to the Legislative Department. This position includes working collaboratively with the Legislative Services Team to support the implementation of print, social media, website content, design, legislative processes, research, and economic development initiatives.

1. POSITION RESPONSIBILITIES:

Administrative Support

- Research and summarize various topics as directed by Legislative Services Supervisor.
- Assist with the development of internal templates and presentations for internal and external use
- Assist with the selection and design of County promotional items
- Assist with economic development research and initiatives, to support the goals and objectives of the County
- Ability to write, copy and edit a variety of materials including images and videos, and to research, collect and compile information on a variety of subjects
- Other administrative duties as assigned, including event planning and internal communications

Communications Support

- Provide media monitoring of newspapers and websites for accuracy of news releases and articles related to County business, programming, or Council decisions
- Assist with coordinating and facilitating County's weekly newspaper advertising including monitoring, and updating social media, website content, and other digital platforms
- Assists with researching and creating communication materials as requested to support media/public relations and stakeholder engagement efforts such as brochures, newspaper ads, fact sheets, flyers, and newsletters
- Assist with the implementation of communications and marketing related projects
- Work collaboratively with the Legislative Team to develop graphics that promote the County's strategic priorities
- Serve as an in-house resource for managing and maintaining a database of templates, forms, and other graphic material to be used by all departments
- Assist Communication Coordinator with special events planning

2. MINIMUM QUALIFICATIONS:

Education/Skills

- Post-secondary education in Communications, Business Administration, or related discipline.
- Proficiency in using website content management systems, social media management, email marketing, and online survey software
- Experience with government communication, branding, marketing, and customer service

- Familiarity with principles, practices, and techniques relating to municipal legislation in Alberta, considered an asset
- Proficient with Adobe Creative Suite and Microsoft Office Suite
- Photography, videography, graphic design skills would be an asset
- Demonstrates proficiency and reliability in planning, organizing, and carrying out multi-task projects
- Defensive driving
- Valid Class 5 driver's license

Attributes

- Effective oral and written communications skills
- Attention to detail and advanced analytical and research skills
- Ability to work independently or in a team environment
- Ability to manage time, tasks, and priorities effectively

3. PREFERRED QUALIFICATIONS:

Education/Skills

- A minimum of two years of experience within a related field, preferably hands-on experience in local government or another public sector organization
- Intermediate to advanced proficiency in Adobe Creative Suite and Microsoft Office Suite
- Experience with social media, advertising, and website
- Working knowledge of graphic design principles and software
- Experience in drafting, editing, and proofreading corporate communications and marketing materials

4. WORKING ENVIRONMENT:

- Work is conducted in the open office environment
- May be required to work evenings and weekends from time to time

THE FOREGOING INFORMATION IS AN ACCURATE AND COMPREHENSIVE DESCRIPTION OF THE RESPONSIBILITIES AND LEVEL OF AUTHORITY ATTENDANT TO THIS POSITION.

POSITION	LEGISLATIVE COMMUNICATION ASSISTANT
CHIEF ADMINISTRATIVE OFFICER	LUC MERCIER
DATE	
SIGNATURE	