

## City of Pembroke

### Communications/Administrative Student Job Summary

Treasury Department (Asset Management)

Reporting to the Treasurer

Rate of Pay - \$19 per hour.

Under the direction of the Treasurer, you will assist in the development of City's public engagement and education strategy of its asset management plan and perform other administrative duties as it relates to the City's inventories as well as the general operation of the Treasury Department.

### Education, Skills, Abilities

1. Must display effective interpersonal, communication and organizational skills;
2. Must possess skills in photography, video-editing, and web-based design tools.
3. Proficient in the use of computer applications including Microsoft Word, Excel, and Outlook;
4. Self-motivated and able to work with minimal supervision;
5. Preference will be given to post-secondary students in Communications or Public Relations;
6. Knowledge of digital media platforms including Facebook, Twitter, Instagram, and TikTok;
7. Existing knowledge of the City of Pembroke and surrounding regions are considered an asset.
8. Driver's license in good standing. Use of own vehicle would be an asset.

### Responsibilities

Working with the Treasurer, Deputy-Treasurer and/or Financial Planning Analyst, you will assist with the development of communication materials related to the City's asset management plan, provide administrative support in the development of the City's asset inventory, as well as general administrative support of the Treasury function.

### Duties

1. Record and edit short videos for the City's social media platforms on a variety of topics, including city assets, infrastructure, and budget;
2. Assist in the development of presentation and other materials for the City's public engagement phase of its asset management plan;
3. Assist in the gathering and organizing of asset inventory information;
4. Assist in the design of graphics and posts for municipal digital media platforms;
5. Assist with the organization of the City's physical inventory and other Treasury projects;
6. Prepare letters and spreadsheets;
7. Perform any other related duties as may be required.

### Hours of Work:

Average thirty-five (35) hours per week, Monday to Friday.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates must sign a Confidentiality Agreement.