

City of Pembroke

Downtown Pembroke Assistant (Summer Student) Job Summary

Pembroke Business Improvement Area

Reporting to the PBI Manager

Rate of Pay - Ontario Minimum Wage

Education, Skills, Abilities

1. Minimum of sixteen (16) years of age;
2. Must display effective interpersonal, communication, customer service and organizational skills;
3. Computer literate and proficient in the use of computer applications including Microsoft Word and Excel;
4. Self-motivated and able to work with minimal supervision;
5. Ability to work within an environment of diverse interests;

Responsibilities

Reporting to the Pembroke Business Improvement Area Manager, efficiently carry out the day to day requirements for the orderly administration, maintenance and operations of Downtown Pembroke. Act as a Tourism Ambassador, welcoming visitors and the general public in a friendly and courteous manner and to provide information when requested.

Duties

1. Clean and maintain sidewalks, streets and ground areas where the public has access;
2. Assist in the organization and implementation of special events and festivals;
3. Assist with the preparation, production and distribution of newsletters;
4. Liaise with other City staff, Department Managers, businesses, etc.;
5. Must embody a strong customer service focus and public relations image toward the general public; be capable of providing information regarding special events and summer activities within the City of Pembroke and surrounding areas;
6. Perform any other related duties as may be required or assigned by your manager.

Hours of Work:

Thirty-five (35) hours per week, 8:30am - 4pm, Tuesday to Saturday except on special occasions hours could fluctuate.

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 will be required to sign a Confidentiality Agreement. Candidates must supply their own personal CSA approved steel-toed work boots and work clothes.