

# EMPLOYMENT OPPORTUNITY



## **Administrative Assistant (Fixed-Term) Downtown Renfrew Business Improvement Area (DRBIA)**

The Town of Renfrew, situated along the Bonnechere River in the heart of the Ottawa Valley, both embraces its rich history, and is committed to progress. Less than an hour from the amenities of the Nation's Capital, the Town offers affordable residential prices, top-performing schools, thriving business and civic organizations, an expansive natural and developed parkland and trail system, and recreational opportunities to satisfy every interest.

Under the supervision of the BIA Coordinator, the Administrative Assistant will work collaboratively with the BIA business network to market and promote the area. The successful candidate will also support the BIA Coordinator with general administration responsibilities, such as creating and publishing digital content and managing online/digital platforms and social media. The Administrative Assistant will also assist with and promote event planning and execution, aid in the delivery of marketing materials to businesses and engage with downtown businesses. This position will have a 28-hour workweek and have an hourly rate of \$16.55. This position will be for a fixed-term of eight (08) weeks, beginning July 2nd, 2024 and ending August 23<sup>rd</sup>, 2024.

### **Competency Profile:**

- Experience working in an administrative support function considered an asset
- Post-secondary education in marketing, business/office administration or a related field considered an asset
- Experience managing business social media accounts and online/digital platforms considered an asset
- Demonstrated experience in customer service
- Strong interpersonal skills
- Ability to handle multiple projects/initiatives at once and consistently meet deadlines
- Strong organizational and time management skills

***Qualified applicants are invited to submit their resume, stating "Downtown Renfrew BIA – Administrative Assistant", by 4:00 p.m., Wednesday, May 1<sup>st</sup>, 2024, to:***

Human Resources, County of Renfrew  
9 International Drive, Pembroke, ON K8A 6W5  
EMAIL: [hrinfo@countyofrenfrew.on.ca](mailto:hrinfo@countyofrenfrew.on.ca) (in MS Word or pdf format)

***Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.***