

COMMUNICATIONS ASSISTANT #095

JUL 22 REC'D
2009

CUPE 2357 – Level 6

CORE FUNCTION:

Under the direction of the Communication Officer, the Communications Assistant creates various publications, ads, and promotional materials; develops and maintains the Board web site; coordinates and assists in organizing special events; performs secretarial/administrative duties; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Creates various publications, ads, and promotional materials:

- plans, recommends, implements and coordinates the majority of the Board's publications and printed materials
- produces or advises on graphic art work
- assists in the establishment and maintenance of a corporate "look" for the Board (ex. logo, stationary, etc.)
- liaises with manufacturers for school signage, flags, clothing, vehicles, etc.
- completes projects under other department/school budgets
- orders, maintains supplies
- responsible for corporate promotional material (ex. clothing, pens, mugs, etc.)

Develops and maintains Board's web site:

- co-designs web site
- posts items on web site (ex. agendas, ads, etc.)
- replies to web site inquiries or refers to appropriate person

Coordinates and assists in organizing special events:

- advises on proper protocol for events (ex. school openings, blessings, anniversary celebrations)
- participates on organizing committee for Education Week
- coordinates production of certificates for Director of Education Awards
- produces awards booklet
- designs invitations for events

Performs administrative/secretarial duties:

- provides newsclipping service to Trustees
- completes purchase orders

2009

JUL 22 REC'D

- maintains petty cash
- tracks budget expenditures
- responds to phone inquiries or directs to the appropriate person
- drafts correspondence, as required, for supervisor's review
- word processes letters, forms, brochures, booklets, etc.
- maintains office files
- maintains a special events calendar
- writes articles, on occasion, for publications and newsletters
- distributes newsletters, news releases and general publications
- creates and maintains various data bases
- obtains contract quotes for printing
- writes print specifications and submits to tender

Performs other duties, as assigned by the supervisor.

SUPERVISION OF STAFF:

There is no supervisory responsibility.

QUALIFICATIONS:

- Secondary school graduation
- 2 year Community college diploma in a related area
- 3 years of related experience
- Knowledge of graphic design and printing
- Proficiency in MS Word, Adobe applications, Publisher, Excel, WinZip, Outlook Express NT Workstation, Nero-Burning Room, etc.
- Accurate keyboarding skills (60 w.p.m.)
- Excellent communication, organizational and interpersonal skills
- Initiative and the ability to work independently
- Valid driver's license
- Effective proofreading skills

Individuals who possess an equivalent combination of education and experience may also be considered.