

POSITION: Marketing Assistant

JOB POSTING #: 2013-0236

DEPARTMENT: Communications & Customer Services

UNION: 543

POSTING TYPE: Corporate

JOB CODE: 543266

POSTING STATUS: Regular Full-time

POSITION #: 00003077

OF POSITIONS: 1

GRADE/CLASS: 0.11

SHIFT WORK REQ'D: No

SALARY RANGE: \$24.26 to 28.66 per hour

HOURS PER WEEK: 33.75

DUTIES:

Reports to the Corporate Marketing & Communications Officer. Responsible for the design and graphic production of the Activity Guide, with the goal of increasing public awareness and participation within the community centres, pools and arenas. Assists in the implementation of public relations program including research and writing media releases and public services notices as required. Responds to telephone and internet inquiries. Responsible for maintaining and updating the centralized registration and booking system (CLASS). Maintains excellent communication with recreation providers within the department to ensure accurate, two-way communication. Designs brochures and flyers, writes and edits publicity material. Helps with Internet web pages – researches, designs and produces web pages, post news events and upcoming events for the department to the web pages. Assists with special events with forms, programs, tickets, invites, production and various duties as required. Scans graphics. Communicates with advertisers, the general public and schedules communications. Participates and presents at marketing workshops and meetings as required with recreation managers. Responsible to remain up-to-date with software developments in desktop design and graphics. Communicates directly with printers as required. Organizes photos, slides, graphic files and publics for easy retrieval. Designs displays. Accepts deliveries. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma along with a minimum of two (2) years post secondary education from a community college or university in the area of media, communications or journalism or Ontario Ministry of Education equivalencies;
- Must have over one (1) year experience in a media relations, journalism or advertising field;
- Must have expert knowledge of computer applications related to desktop design including InDesign or Quark Design, NData, Xdata, Word, Photoshop, Power Point;
- Must be capable of learning independently to maintain industry standard for publications;
- Must have excellent proof and typing skills;
- Must have knowledge of public relations, including research, writing and design skills;
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act.
- Excellent interpersonal communication skills and ability to communicate with difficult people considered an asset;
- The ability to work independently and problem solve in technical areas considered an asset;
- Fluency in both official languages will be considered an asset.
- Knowledge of Quark Xpress, and Corel Draw, or CLASS System will be considered an asset.

POSTING SPECIFICS:

Posting Period:

- **Thursday, December 12, 2013 @ 8:30 AM to Wednesday, December 18, 2013 @4:30 PM**
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on December 4, 2013