

Position Description

Position Title: Communications and Economic Development Assistant
Department: Administration
Last Updated: April 2026
Classification: CS2

Summary

The Communications and Economic Development Assistant will be responsible for assisting with implementation of general communications tasks, including preparing graphics, social media, website updates, copy writing, and assisting with day-to-day communications tasks. This position offers administrative support to the Communications and Economic Development Department, which is also responsible for managing special events, arts and culture, public engagement, and tourism initiatives.

Key Duties & Accountabilities

- Provides general administrative support to the Communications and Economic Development department
- Designs high-quality social media graphics, event posters, signage, and promotional materials using tools such as Canva, InDesign, Illustrator, Photoshop, or similar
- Ensures all visual assets align with branding, accessibility, and communication standards
- Writes clear, engaging, and well-edited copy for social media platforms
- Plans, schedules, and publishes social media posts, including images and short-form content
- Maintains and updates content on the organization's WordPress website, including editing pages, uploading images, and creating new pages or content changes
- Ensures website content is current, accurate, and well-written
- Troubleshoots minor issues and coordinates with technical support when required
- Sets up meetings, prepares materials, and assists with coordination of internal and external activities
- Delivers posters and promotional materials throughout the community
- Runs general errands and provides logistical support as needed to keep the department moving efficiently
- Assists with planning, setup, on-site support, and takedown for community events and public engagement activities
- This position will have a varied work week including evenings and weekends
- May be requested to work outside office hours in support of department-related events and workshops, including in support of local emergencies
- May provide administrative support to other departments as needed
- Performs other related duties as required

Qualifications

- High school graduation, with courses in graphic design, marketing, tourism, communications, or a related field and two (2) years' related experience working directly with social media platforms (or an equivalent combination of training and experience)
- Advanced working knowledge of WordPress, including editing pages and managing content
- Experience using Canva, InDesign, Illustrator and Photoshop
- Photography or videography experience for social media an asset
- Valid BC Class 5 Drivers' licence (Class 5)
- Proficiency with Microsoft Office (Outlook, SharePoint, Word, Excel, PowerPoint)
- Strong design skills with demonstrated experience creating social media assets and event posters or related materials
- Excellent writing skills, particularly for social media and short-form digital content
- Highly organized, detail orientated, self-starter with the ability to take initiative and follow through to completion
- Strong organizational skills and ability to manage multiple priorities in a fast-paced environment.
- Ability to work both independently and in a team environment
- A commitment to excellent customer service, continuous improvement and life-long learning
- A team player with a strong work ethic and a flexible, curious mindset
- A sense of humour, with the ability to take your work seriously but not yourself