

**Municipality of the District of Shelburne**  
**Position Description**

<b>Title:</b> Community Development Assistant
<b>Reports to:</b> Director of Economic & Community Development
<b>Department:</b> Economic Development
<b>Status:</b> <input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Summer <input type="checkbox"/> Term
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual

**Position Summary:**

Community Development Intern shall work co-operatively with the Community Development Coordinator and provide assistance for the maintenance of a community business directory, work closely with the Shelburne Events Committee on event planning and coordination, assist with the Municipality’s online presence including content creation, support healthcare retention initiatives and marketing and support the front reception staff with daily payment transactions as needed. This position description is a general scope of duties and does not limit Management’s ability to assign other responsibilities to this position from time to time.

**General Responsibilities:**

1. Assist with the on-going maintenance of the Municipality’s online community business directory, updating contact information, website, and social media links, and confirming accuracy of their business details.
2. Support the Municipality’s on-line and print presence including website, Facebook, TikTok, Instagram, to ensure that residents and businesses are aware of relevant municipal information and events in a timely manner.
3. Stay updated on local events, festivals, activities, and trends to identify compelling content opportunities. Collaborate with the Community Development Department to develop content calendars and strategic plans aligned with marketing objectives.
4. Produce high-quality written, photographic, and video content that showcases the diverse range of attractions, landmarks, events, and experiences available in Shelburne.
5. Work with the Shelburne Events Committee to identify potential risks and hazards associated with local event development and create contingency plans and safety protocols to mitigate risks.

6. Cross-train with the Administration team to fill the role of receptionist, as needed. This includes gaining an understanding of the Municipality's Townsuite software and the daily operations of the receptionist position.
7. Support the Community Development Coordinator with healthcare retention and recruitment activities, this includes welcoming new and visiting healthcare professionals to the community and exploring partnerships to foster community led hospitality initiatives.
8. Other duties as assigned by the Director of Economic & Community Development from time to time.

**Skills Required:**

1. This employee must exercise a high degree of accountability and confidentiality in their job and are expected to work both independently and as part of a departmental team.
2. High degree of analytical thinking and accuracy, planning, prioritization, and execution skills.
3. Experience in professional online communications and social media management will be considered an asset.
4. Must be able to effectively communicate both verbally and in writing at a professional level with proper grammar and language.
5. This employee must recognize that they are a public servant and must show utmost respect always when dealing with other staff, public, and Council.

**Hours of Work:**

This is a non-union position that operates in the Economic Development Department. Regular hours of work are 32.5 weekly between Monday to Friday. Due to the nature of community development programs and events, occasional work outside of these hours may be required.