

## **Job Posting – Councillors Assistant and Outreach**

**Councillor Paul Ainslie is the City Councillor for Scarborough-Guildwood – Ward 24:** a fast-paced, high-intensity and always evolving Scarborough Ward with over 120,000 residents, 10 active neighbourhoods and five Neighbourhood Improvement Areas.

**This position is ideally suited for an energetic self-starter who is keenly interested in municipal government and politics** and understands the importance of using a social justice and equity lens.

**We are looking for someone to work at City Hall, has a very good command of writing and deciphering text, is well organized and enjoys working as a team. Preferably resides in Scarborough-Guildwood, Ward 24.**

### **Job Description**

- Ensures the Councillor is prepared with the required briefing material for meetings of Council, Committees, and other meetings.
- Prepares outgoing correspondence.
- Gathers information and analyzes as directed by the Councillor with respect to policy matters and divisional services/programs as they relate to constituency/public inquiries and concerns. Discusses same with City staff for appropriate actions and response. Prepares responses. May be required to sign on behalf of the Councillor.
- Assists in the processing of motions as requested by the Councillor for Council, Committees, Agencies, Boards and Commissions, as it pertains to issues of interest to the Councillor and their constituents.
- Prepares and coordinates general presentation material and speeches for the Councillor when delegated and as directed by the Councillor or the Chief of Staff.
- Undertakes research and analysis for the Councillor with respect to policy matters and divisional services/programs as they relate to constituency/public inquiries and concerns. Discusses same with City staff for appropriate actions and response. Prepares responses. May be required to sign on behalf of the Councillor.
- Provides liaison between the Councillor, the Mayor, and other Members of Council and his/her staff, as well as City staff with respect to corporate initiatives, services, programs, and issues affecting the Councillor and their constituents
- Prepares and assists in Councillor Events.
- Assists in organizing and publicizing community meetings. May attend public meetings on behalf of the Councillor to record concerns and inquiries to report back to the Councillor.
- Undertakes special assignments as requested by the Councillor.
- Handles general enquiries or refers to other members of the Councillor's staff and appropriate City staff.
- May assist the Councillor and Councillor's staff in handling concerns and complaints from constituents and the public. Gathers information and/or prepares responses as directed.
- Ensures records are maintained and follows up on requests and inquiries made by the Councillor to City staff.
- Maintains confidentiality relating to issues of importance to the Councillor and their constituents.
- Assists with social media for Councillor.

## Knowledge & Experience

- College diploma or University degree in a related field, or equivalent experience, with 1-3 years experience in communications, project management, or as a political staffer.
- Highly developed verbal and written communications skills with the ability to present complex information to a variety of audiences.
- Strong capacity for research, analysis and synthesis of detailed information.
- Understanding of the Toronto political landscape and pressing issues.
- Knowledge of City of Toronto divisions and services.
- Excellent time management and organizational skills.
- Ability to work with assignments demanding critical judgement, analytical thinking and creative problem-solving.
- Available to work evenings and occasional weekends as required.
- Ability to work within a fast-paced, highly collaborative environment and meet tight deadlines.
- Proficiency and experience working in a computerized environment.
- Preferable reside in Scarborough-Guildwood

**The position is a indefinite term, full-time contract starting immediately.** We are working in a Hybrid Office. This position is based out of City Hall.

**Hours & Compensation:** 35 hours per week, not including occasional evenings and weekends (which will be counted as lieu time).

**Salary range:** \$35,000.00 - \$56,000.00. This position includes full health and dental benefits.

Applications will be accepted on a rolling basis until the role has been filled.

- **Please send your resume and cover letter** to [Antonette.Dinovo@toronto.ca](mailto:Antonette.Dinovo@toronto.ca) using the subject line “**Councillors Assistant and Outreach**” outlining why you are interested in the position as well as highlighting your relevant experiences.
- We thank all interested applicants; however, only those candidates being considered for an interview will be contacted.