



CORPORATION OF THE CITY OF ROSSLAND SUSTAINABILITY COMMISSION

CONTRACT OPPORTUNITY

PROJECT ASSISTANT – SUSTAINABILITY COMMISSION

(CONTRACT TERM – DECEMBER 1, 2009 TO JULY 31, 2010 SUBJECT TO RENEWAL OF SUSTAINABILITY COMMISSION FUNDING)

Job Description

The City of Rossland has completed a comprehensive strategic sustainability planning process (see www.visionstoaction.ca) and is now initiating implementation of the plan. The City has established a Sustainability Commission and Task Forces and requires a project assistant to help the Project Coordinator facilitate the further implementation of the plan.

Working for the Sustainability Commission Project Coordinator, the assistant will perform but not be limited to, the following duties:

- Assisting in the planning, logistics and coordination of community education and engagement events
- Assisting in the implementation of the Communities Adapting to Climate Change Initiative
- Supporting Task Force activities as requested by the Coordinator
- Responding to public requests for information and preparing public outreach materials
- Providing administrative assistance and support to the Sustainability Commission including scheduling of meetings and keeping minutes, assisting with Sustainability Commission work plans and reports, assisting in the maintenance of the Visions to Action website

Applicant Requirements

The successful applicant is required to have the following knowledge and experience:

- Experience relevant to the job description
- Work experience and/or education in community sustainability or a related field
- Experience assisting in the planning and coordination of public events

The successful applicant is required to have the following skills and abilities:

- A high level of professionalism
- Good verbal and written skills
- Well organized and detailed oriented

- Good communication skills

The following will be considered assets:

- Experience maintaining basic websites
- Experience with public and media relations
- Knowledge of sustainability and/or climate change

Contract Terms

This is a funding dependent part-time contract. This position offers an hourly rate of \$30/hour for 12 hours a week with the possibility of additional hours subject to the discretion of the Project Coordinator.

The successful applicant must have a flexible schedule and be available to work some evenings, weekends and early mornings. The successful applicant will also be required to provide a computer, internet access, telephone and workspace.

Please submit your resume to: City of Rossland, Box 1179, 1899 Columbia Avenue, Rossland, BC V0G 1Y0, Attention: Jennifer Ellis visionstoaction@rossland.ca

The City will only contact those individuals who are being considered for the position.

Closing date for applications is Friday, November 20th at 4:30 PM.