

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Program Assistant – Brandon in Bloom – Temporary Parks & Recreation Services

Term: May 1 – August 25, 2023

This position is responsible for the City of Brandon's Brandon in Bloom portfolio. As a part of the Recreation team, a successful applicant will participate in the planning, promotion, and delivery of a variety of recreational events and programs, with a focus on gardening and green initiatives. These include National Garden Day, Community Gardens, the Open Garden Tours, and the #TidyUpBrandon social media campaign. Duties include coordinating with volunteers and participants, soliciting local businesses for sponsorships, creating promotional materials, supervising program and event activities, and positively representing the City of Brandon in interactions with the public, partner organizations, and contractors. This position may also be responsible for other duties related to City events or programs as required.

Mandatory Qualifications & Experience

- Experience working on community based events, programs, or initiatives.
- Grade 12, G.E.D., or Mature High School Diploma.
- Valid Class 5 Province of Manitoba driver's licence.
- Successful completion of a Criminal Reference Check and Child Abuse Registry Check including Vulnerable Sector Verification

Preferred Qualifications & Experience

- Experience and interest in gardening.
- Customer service experience.
- Comfortable speaking publicly.
- Able to manage multiple projects and deadlines at once.
- Capable of adhering to a defined budget.

NOTE: The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

Competition # 230026

Please apply with a cover letter and resume on-line at:

<http://jobbank.brandon.ca/>

Posted on: March 6, 2023.

Applications will be accepted until
11:59pm on March 24, 2023.

This opportunity is open to all applicants; however, first consideration will be given to current City of Brandon CUPE employees.

The City of Brandon reserves the right to underfill this position.

Rate of Pay:

\$17.82 – 19.21 per hour (2023 rates)

Position Conditions:

This temporary position of between 24 to 40 hours per week will include a variety of days, evenings and weekends and will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.

If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or Twitter!