

Job Posting – Constituency Assistant Councillor Ana Bailão – Ward 9, Davenport

Overview:

Working with the Councillor and a dynamic office team, the successful candidate will be responsible for constituency work, outreach and issues management within Ward 9 Davenport and performing administrative tasks in a fast paced political environment.

Responsibilities:

- Lead and manage work on specific geographic and/or issue based files in the Ward.
- Represent the Councillor at community meetings and events.
- Manage relationships with community leaders, associations and stakeholders.
- Develop and maintain community stakeholder lists.
- Ensure that concerns, issues, correspondence and inquiries from residents are responded to and addressed promptly and professionally in accordance with the Office's service standards and procedures.
- Liaising with City staff, community groups and social service organizations to communicate requests and inquiries while following up on correspondence and case work in accordance with the Office's service standards and procedures.
- Coordinate and plan community meetings with City staff and residents to consult and reach out to residents regarding municipal services and initiatives including but not limited to community concerns, public safety, parks and transportation matters.
- Draft written updates on matters of community interest and regularly update the Councillor's website with relevant and engaging information.
- Maintain confidentiality of private, personal and sensitive information.
- Undertake special projects and other duties as assigned.

Qualifications and Skills:

- Previous constituency office experience at any level of government is beneficial.
- Demonstrated experience developing strong working relationships with people/organizations.
- Highly organized with strong administrative skills and ability to multi-task.
- Excellent customer service and interpersonal skills.
- Works efficiently under pressure and in a fast-paced environment.
- Able to work collaboratively in a team environment.
- Strong written and verbal communication skills.
- Strong attention to detail.
- Proficient in MS Word, Excel, Outlook, PowerPoint and social media platforms.
- The ability to empathize and listen to concerns.
- Flexible schedule (the ability to work some evenings and weekends as required).
- Knowledge of key Davenport stakeholders and issues is an asset.
- Ability to communicate in Portuguese, Italian or Spanish would be an asset.

To apply for this position, please send a resume and cover letter no later than 5pm on December 28, 2018 to councillor_bailao@toronto.ca.

You are encouraged to submit your candidacy as soon as possible. Candidates will be evaluated as submissions are received and interviews may be conducted prior to the submission deadline.

The City of Toronto is an equal-opportunity employer. Individuals from equity-seeking groups are encouraged to apply