

# **Job Posting**

## **Operations Coordinator**

### **Office of City Councillor Joe Cressy**

#### **Major Responsibilities**

Working with the Councillor and the staff team, the Operations Coordinator will be responsible for the overall operations of the City Councillor's office, including the Councillor's schedule, facilitating correspondence, office organization, office budget, some event planning, and constituency work in a fast paced political environment.

Responsibilities will include:

- Coordinate the Councillor's schedule, including coordinating invitations and meetings requests, liaising with stakeholders, and Councillor time management
- Oversee central correspondence through main email account, and facilitate distribution of casework among the staff team
- Work with the staff team to ensure necessary materials are prepared in advance of meetings and events
- Ensure that concerns, problems, correspondence and inquiries from constituents and the public are responded to and resolved in prompt and professional manner
- Liaise with City Staff, community groups and social service providers to relay requests and inquiries, and follows up to ensure timely responses
- Plan and coordinate details for community events
- Maintain confidentiality
- Represent the Councillor at meetings and events
- Undertake special assignments as requested

#### **Qualifications and Skills**

- Demonstrated ability and strong desire to develop good working relationships with individuals and groups, solve problems, and assist with concerns
- Experience in organizing, internal systems coordination, and event planning
- Demonstrated excellence in interpersonal communication, and problem-solving
- Ability to work quickly and effectively under pressure, multi-task, organize competing task lists, set priorities, and meet deadlines
- Ability to work flexible hours which may include evenings and weekends
- Experience working with the public and organizing special events and meetings
- Sound political judgement and knowledge of municipal issues, labour movements, community organizations, public affairs and issue based campaigns is an asset
- Excellent written and phone communication skills
- Experience with Microsoft office programs, filing systems, and database systems
- Experience in political campaigns and organizing is an asset
- Knowledge of downtown Toronto issues and communities is an asset
- Strong commitment to progressive social issues and politics
- The ability to speak another language such as Cantonese, Mandarin, Italian, or Portuguese is not required but would be an asset

This is a **one-year parental leave contract**, to begin in early February 2019.

To apply for this position, please send a resume and cover letter by Friday January 18th, 2019, to [lia.brewer@toronto.ca](mailto:lia.brewer@toronto.ca).

***The City of Toronto supports employment equity. Individuals from equity-seeking groups are encouraged to apply.***