



City of Port Alberni

EMPLOYMENT OPPORTUNITY

Economic Development Assistant (Casual)

The City of Port Alberni is accepting applications for a casual **Economic Development Assistant**. This is a casual position involving call in and relief work only. Specific duties include:

- Providing reception, research, filing and clerical support to the Manager of Economic Development.
- Responding to enquiries for information about the economy of the community and statistics relating to the community.
- Supporting the Business Licensing process by providing information and processing applications.
- Providing information and assistance to the public at the reception desk as needed.

Required qualifications for this position include:

- Completion of a 2 year diploma or certificate in a related field
- Demonstrated experience using Word, Excel and PowerPoint
- Word processing speed of 60 wpm
- Successful completion of a Police Information Check
- Valid class 5 driver's licence
- Experience doing research, preparing grant applications, marketing and/or maintaining a website

Rate of pay for this position is per the CUPE Local 118 Collective Agreement. Resumes, along with a cover letter, may be submitted until 4:30 pm on March 4, 2019 to:

- Human Resources Department, City of Port Alberni, 4850 Argyle Street, Port Alberni, B.C. V9Y 1V8
- Or by email to: humanresources_resumes@portalberni.ca.

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.