



POSITION VACANCY

Call Number:	2023-18
Position:	Administrative Intern – Mayor & CAO’s Office
Type of Vacancy:	Summer Student – Non Union May to August 2023
Work Schedule:	35 hour work week Monday to Friday (8:30 am to 4:30 pm)
Hourly Rate:	\$19.00 per hour
Posting Date:	January 25, 2023
Closing Date:	February 28, 2023 at 4:00 p.m.

The City of Niagara Falls is looking for a high-energy student who is willing to work autonomously, share ideas and contribute their expertise while thriving in a fast-paced, warm and friendly environment. This unique placement within the Mayor and CAO’s office provides a multi-faceted look at many aspects of City Hall in a public office that serves the community. This is an experience like no other!

Responsibilities:

- Assist with planning of events, research and service delivery as required.
- Coordinate event logistics with Staff.
- Scanning, filing and organizing documents, etc.
- Provide customer service, clerical support and assist administrative support staff.
- Assist staff with design and development of digital messaging and responding to customer feedback through a variety of social media platforms.

Requirements:

- Enrolled in full-time studies for the semester preceding the upcoming summer and returning to full-time post-secondary studies.
- Post-secondary education in a related field will be considered an asset.
- Highly organized, detail-oriented with strong communication skills.
- Ability to follow simple written and oral instructions and work with minimal supervision.
- Excellent computer and customer service skills.

To Apply:

Submit your cover letter and resume at www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted until 4:00 p.m. on **Tuesday, February 28, 2023.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of The Municipal Act and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted by email.