

<b>FUNCTIONAL WORKING TITLE</b>		<b>CLASSIFICATION</b>	<b>EBC TEMP TARIFF RATE</b>
Communications Assistant		Project Coordinator	\$19.20 per hour
<b>NUMBER OF POSITIONS</b>	<b>WORK TERM (START AND STOP DATES)</b>	<b>WORK GROUP OR LOCATION(s)</b>	<b>Date:</b>
1	March 1, 2008 – September 30, 2009	Victoria	January 31, 2008

**DUTIES AND TASKS, QUALIFICATIONS, COMMON STATEMENTS, RESTRICTIONS:**

Reporting to the Communications Manager, the Communications Assistant applies webmaster and publications design skills to provide desktop and web publishing services and expertise to Elections BC. The position supports communications activities and actively designs, creates, updates and maintains Elections BC forms, manuals, guides, and internal and external websites.

**ROLE DUTIES AND TASKS:**

1. **Applies EBC and industry communications standards and uses web software and graphics programs to design, develop, update, and maintain Elections BC's external website and intranet site.**
  - Designs, updates, and maintains external website using Adobe Dreamweaver CS3 and internal website using MS SharePoint;
  - Converts communications material from a variety of original formats to enable display in web formats;
  - Creates and edits photographs and graphics to optimize communications and web presentation; and
  - Performs webmaster services.
2. **Provides specialized, custom-designed desktop publishing services, including design, layout and production of a wide range of information materials for use both internally and externally.**
  - Creates publications using desktop publishing software (Adobe InDesign); and
  - Produces on-going revisions to EBC forms, guides, and manuals and distributes updates.
3. **Manages the production of communications materials, including the production of camera-ready copy and graphics and coordinating printing with the Queen's Printer.**
  - Works with EBC program areas and the Queen's Printer (QP) to coordinate cost-effective production and delivery of publications.
4. **Acts as a technical and policy resource for program staff.**
  - Provides expert advice to EBC program areas on technical issues related to web design;
  - Makes recommendations to staff regarding content, style, and presentation of printed materials and program web pages; and
  - Develops, evaluates, and reports statistics on web usage for communications performance measures.
5. **Supports event-related communications activities.**
  - Assists Election BC's agency of record in the publication of advertising; and
  - Posts event-related data to Elections BC's external website and intranet sites.

**QUALIFICATIONS:**
**Education and Experience:**

- Formal training and education in desktop publishing, page layout and graphic design and web design or a combination of relevant training, education and experience
- Experience in writing, proofreading and editing
- Extensive experience with Microsoft Office suite, Microsoft SharePoint, HTML, Adobe Dreamweaver CS3, Cascading Style sheets (CSS), JavaScript behaviours and coding, and Adobe Creative Suite 3 (CS3) including InDesign

**Knowledge:**

- Knowledge of web development and design including W3C standards
- Knowledge of desktop publishing techniques, methods and requirements to produce a wide range of materials
- Knowledge of plain language communication techniques
- Knowledge of writing fundamentals, including CP style, tone, grammar, spelling
- Demonstrated knowledge of general office practices and procedures
- Working knowledge of effective print and electronic communication principles

**Skills and Abilities:**

- Proficiency with Microsoft Office suite
- Excellent ability to write and articulate clearly and effectively
- Excellent design/formatting, editing, and proofreading skills
- Ability to operate standard office equipment (photocopiers, faxes)
- Ability to develop and maintain positive, effective working relationships with co-workers, supervisors, as well as internal and external clients
- Ability to maintain confidentiality and tact, and to work within time limits and meet deadlines
- Excellent attention to detail
- Ability to multi-task and work without constant supervision
- Ability to utilize strong interpersonal skills in order to effectively communicate with Executive and staff, other government offices or agencies and stakeholders

**COMPETENCIES:**

**Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

**Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

**Problem Solving/Judgment** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

**Results Orientation** is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement).

**Innovation** indicates an effort to improve performance by doing or promoting new things, such as introducing a previously unknown or untried solution or procedure to the specific area or organization.

**Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.