



Kentville Parks and Recreation

Administration and Communications Coordinator

Kentville's Parks and Recreation Department is a thriving team of professionals, who are kept together through the support, management and communication activities of the Administration and Communications Coordinator. This is a position for someone who loves a fast-paced work environment, with the opportunity to support Kentville residents and organizations every single day.

This is a fantastic opportunity to work with one of the strongest recreation teams in the province, who are supported by foundational plans and policies that support equity and diversity, at a time when the town is growing and evolving.

About the job:

The Town of Kentville is a rapidly growing community, one with diversifying needs and complex problems that are looking for innovative solutions. The Department of Parks and Recreation believes strongly in intentionality when it comes to what programs we offer to the community. This means we work hard to support the creation of resilient, safe, kind, and caring communities.

Reporting to the Director of Parks and Recreation and working closely with the entire Parks and Recreation Department, the Administrative and Communications Coordinator is responsible for Office and Program Administration and Department Communications and Promotions. This position is permanent and full time, with hours of work mostly from Monday to Friday 8:30am to 4:30pm at Kentville Town Hall, with some evening and weekend work required in the community.

Duties and Responsibilities:

- Submitting Department purchase orders and payroll sheets in a timely manner
- Coordinating and booking facilities (Rec Centre and School Facilities)
- Supporting department activities
- Creating department communications, media releases and program advertisement
- Maintaining and growing a positive, brand compliant social media presence
- Receiving inquiries (call or in person) from residents on programs, events and opportunities
- Working with other departments to meet goals and deadlines
- Inputting data entry for program booking, registration and reporting
- Supporting committees, events and programs, as appropriate

Our commitment to equity, diversity, and inclusion:

The Town of Kentville recently adopted our first Accessibility Action Plan followed by the signing of the Recreation Nova Scotia Anti-Racism Charter, a testament to our commitment to developing and supporting a more diverse, inclusive, and equitable environment for all staff and community members. We encourage applicants from equity deserving populations to self-identify in their application. We continue to focus on equity, diversity, and inclusion (EDI) as part of this framework and are committed to continuing our education and awareness as an organization. If you have questions on how we can ensure a safe place of employment, or how the hiring process can accommodate your needs, we invite you to reach out and contact us.



About you:

Education & Experience

- You have a background in communication and office administration
- You have a minimum of 5 years work experience in communication
- If you have related work experience in a Municipal environment, that is considered an asset
- You have experience with advertising and social media
- You have proven strong organizations skills and can multi-task
- You have exceptional technology skills
- You must be able to work independently and as part of a team
- You have exceptional customer service experience

Technical / Job Specific Knowledge and Abilities

- You have experience with writing and administrating grants
- You are familiar with Canva, Univerus Recreation (Book King), and selected social media platforms
- You have strong written, and oral communication skills
- Your ability to work within a fast-paced environment, with all levels of management and staff, is exceptional.

About Kentville:

Being a part of the Kentville team means you will be working in a dedicated, positive, and supportive environment. We are committed to innovation and serving all members of our community. We do this because we value our people and we're passionate about what we do. Really passionate. We offer an environment of support and encouragement: we want you to be successful at what you do! Accountability and fun are the foundations of our workplace culture. Kentville is where you go for fantastic festivals, regional sports events, mountain biking, nature-based experiences, delicious food, and welcoming community spaces. When you walk through town you will come to know your neighbours but also business owners and town staff. You will be drawn to our beautiful Miners Marsh Park, our award-winning library, and dozens of unique shops and restaurants. This town really is a Breath of Fresh Air.

Kentville strives to deliver high quality services, programs and support to residents and property owners. Recreation, support for business, and responsible sustainable financial management are top priorities at the Town of Kentville to make this community one of the best in the province and in Canada. We aim to deliver on our brand promise to be "A Breath of Fresh Air" for all our municipal services, and also in the working environment of town hall.



If you are looking for a collaborative team setting, working closely with others to achieve collective goals and objectives while having a little fun, this is the place for you! Town staff are key to the success of our organization and share a commitment to provide our residents and taxpayers with respectful and responsive service. Whether we are replacing a bridge on a trail, liaising with a developer for a housing project, hosting a national mountain bike competition or sending out property tax bills, our staff have a standard of care that promotes respect, inclusion, diversity, and accessibility.

We thank you for your application and please note that only candidates selected to move forward through the interview process will be contacted. Please send your cover letter and resume with subject "Administration and Communications Coordinator," to clangille@kentville.ca or mail to Town of Kentville CAO, 354 Main Street Kentville, Nova Scotia B4N 1K6. **This competition will close on December 7, 2023.**

For more information, please contact Craig Langille: clangille@kentville.ca or 902-679-2451.