



Procurement & Communications Assistant

Nestled in the heart of the Okanagan Valley, Summerland has a population of approximately 12,000 residents. Escaping into our warm and idyllic community allows you to reside where others come to vacation! Our easy access to beautiful beaches, scenic biking and hiking trails, mountains and vineyards, events that showcase art and culture along with our warm community spirit, help make Summerland a desirable place to work and play.

The Procurement & Communications Assistant will provide technical and administrative support in the fields of procurement, contract administration, and communications including, but not limited to, facilitating procurement processes, preparing legal documents, assisting with the sale/disposal of surplus assets, coordinating communications activities, developing communications content and materials, and organizing special events.

Procurement:

- Provides purchasing and procurement support to facilitate the purchase of a wide range of goods and services, including construction.
- Liaises with District staff to develop requirements and prepares procurement documents (e.g. Requests for Quotations, Invitations to Tender, Requests for Proposals, etc.), primarily for opportunities of low or medium risk and/or complexity.

Communications:

- Assists in the development of media releases and other communications materials including social media platforms.
- Organizes and attends media announcements/events (e.g. grand openings, ribbon cuttings, photo opportunities, etc.) and special events

Qualifications:

- A recognized diploma or certificate in procurement, communications, business administration, legal, or other related field, or equivalent combination of education and experience.
- A minimum of two years related experience, preferably in the public sector.
- Knowledge and/or experience with procurement and contracts.
- Familiarity with information systems, website and online communications technologies, including social media and content management systems.
- The ability to multitask, handle confidential and sensitive information, be customer service focused and have strong organizational, analytical and problem-solving skills.

The full job description including all responsibilities, qualifications, skills and abilities can be found on our website at www.summerland.ca/jobs. Summerland offers a salary range of \$68,862 – \$72,000, a comprehensive benefits package and pension. To be considered for this exciting opportunity please submit your cover letter and resume (in PDF format) to hr@summerland.ca quoting Competition number 24-26 by 4pm on Monday, July 15, 2024.

We thank all applicants for their interest, however only those under consideration will be contacted.