

# Job Profile

<b>Job Profile Name:</b>	Communications Assistant C
<b>Job Code:</b>	CADC-00003
<b>Employee Group:</b>	AMUSE Casual

## Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of high complexity and the incumbent performs them using general instruction.

## Typical Functions:

1. Organizes individuals as well as events such as meetings, workshops, internships and sessions.
2. Conducts training during events, workshops and interviews.
3. Acts as a liaison between the unit and internal or external parties to provide various assistance or information.
4. Produces promotional material such as flyers, posters, videos and newsletters for use in reports, workshops and info sessions.
5. Translates documents into various languages (i.e. French to English).
6. Leads training and workshops.
7. Acts as a resource person to resolve issues that may arise during various events and scheduling.
8. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent. For example, incumbents may be asked to perform some elements of Communications Assistant level "A" and/or "B" in addition to the above listed functions.

## Minimum Education, Certification and Experience:

- High School Diploma with two years of relevant experience in the field of work