

## COMMUNITY AGENT (BILINGUAL) (Description of responsibilities and job requirements)

**Department:** Municipal Operations  
**Job Title:** Community Agent (French)  
**Reports to:** Director of Recreation, Wellness and Culture  
**Last review date:** April 2026

Reporting to the Director of Recreation, Wellness and Culture, the Community Development Officer actively contributes to the planning, coordination, and implementation of programs, activities, and communications that promote citizen participation, social cohesion, and community vitality.

This individual plays an essential role in animating local life by supporting the organization of cultural, sports, and community events, while ensuring the dissemination of clear and engaging information to residents in both official languages of the province of New Brunswick.

### Duties and Responsibilities

#### Support for Community and Cultural Activities

- Collaborates in the planning and logistics of municipal events, sports, cultural, and wellness activities.
- Coordinates volunteer participation and follows up with citizen committees and local associations.
- Supports the implementation of initiatives promoting health, social inclusion, and civic engagement (e.g., sits on various municipal committees).
- Maintains an active on-site presence during events to support operations and interact with community members.

#### Communications and Promotion

- Contributes to the creation and dissemination of content for social media, the municipal website, and newsletters.
- Writes promotional materials, posters, press releases, and public messages in both official languages.
- Collaborates in implementing the department's communication plan, ensuring consistency in the municipality's brand image.
- Supports relationships with local media and contributes to the visibility of community initiatives.

#### Administrative Support and Partnerships

- Assists in preparing reports, summaries, and project follow-ups.
- Supports the management of registrations, facility rentals, bookings, and community support requests.
- Maintains regular contact with organizations, schools, associations, and regional partners.
- Participates in research and preparation of grant applications and special partnerships.

#### Infrastructure and Equipment Management

- Monitors the condition of recreational, cultural, and community facilities and reports maintenance needs.
- Assists in managing promotional, event, and sports equipment (inventory, distribution, maintenance).

### Required Skills and Competencies

- **Interpersonal communication:** Strong ability to interact with diverse audiences and represent the municipality positively.
- **Organization and attention to detail:** Ability to plan, manage multiple priorities, and meet deadlines.
- **Teamwork:** Collaborative mindset, openness, and support toward colleagues and partners.

- **Creativity and dynamism:** Ability to propose original ideas to encourage community participation and create engaging promotional materials.
- **Autonomy and initiative:** Ability to work with minimal supervision and take appropriate initiative.
- **Technological proficiency:** Comfort with Microsoft Office, social media platforms, and web content management.
- **Citizen service orientation:** Strong commitment to public service and respect for community needs (e.g., sense of belonging, equity, diversity, accessibility, safety, and adaptability).

## Job Requirements

- College or university diploma in recreation, communications, social work, community development, or another relevant field related to the position.
- Minimum of two (2) years of relevant experience in a similar role (recreation, events, communications, or community sector).
- **Bilingualism:** Excellent spoken and written proficiency in French and English.
- Knowledge of social media, communication tools, and community engagement techniques.
- **Asset:** Experience in a municipal environment or in event coordination.
- Valid Class 5 driver's license and access to a vehicle for work-related travel.
- Provide up to two references.

## WORKING CONDITIONS

- Flexible hours, including evenings and weekends, may be required to attend events or community meetings.
- Active participation in community activities and representation of the municipality at local events.
- Work may be performed both indoors (office settings) and outdoors (in the field, during community events), and may involve frequent travel within the region.

**Salary range:** \$50,000 to \$60,000 annually (determined based on experience and acquired skills).

*This job description is intended to provide essential information for understanding the role and does not constitute an exhaustive list of skills, efforts, duties, responsibilities, or working conditions. Tasks may be modified based on organizational needs.*